**CAPSTONE PROJECT PROPOSAL TEMPLATE**

Our goal is to support you in navigating the complexities of leadership in systems building and policy to create high-quality equitable early childhood systems. Capstone projects will serve as an anchor for learning, enabling you to apply new skills and knowledge from the fellowship to your work in real-time.

Successful capstone projects will:

* Have an impact beyond the fellowship and the potential to reshape an aspect of the ECE system to enhance quality and equity
* Be supported by the organization’s leadership
* Be integrated into your day-to-day responsibilities and fall within the scope of your role in their organization (although you do not need to be the lead or sole owner of the work)
* Have **specific milestones and manageable goals** to meet throughout the fellowship year (while the project does not need to be fully realized by the end of the fellowship, you should be able to make significant progress over the 12 months)
* Serve as an opportunity for you to apply lessons from the fellowship to your work

In the proposal, please identify:

* A change you would like to make within the scope of your work.
* Steps to take towards creating and implementing a project that will effect this change during the course of the 12-month fellowship.
* Opportunities and challenges that might arise during the implementation of this project.

**Example Capstone Topics:**

* Building stakeholder engagement for sustainable impact
* Improving navigation and access in early childhood systems
* Centering family and provider voice in systems change
* Designing career pathways to support the existing workforce

*Using the template below, answer the following questions. Altogether, this should be between 2-3 pages.*

| **Capstone Project Title:** |  |
| --- | --- |
| **Project Description:**  *What change do you want to make? How will you make it?* (150 words) |  |
| **Purpose:**  *Why are you doing this work? How will it create change?* |  |
| **Outcome:**  – *What will success look like as a result of this work?*  *- What specific results do you intend to achieve during the year, and how will those be measured?*  *- How will this project strengthen your capacity as an early childhood leader?* |  |
| **Opportunities and Potential Challenges**  *– Explain the role of other organizations/ partners that will be critical to achieving your identified results.*  *– Identify the 3-5 individual leaders who are critical to the success of your project and how you plan to engage them to achieve your desired results.* |  |
| **Potential Challenges**  *– Organizational, fiscal, or systemic challenges you anticipate having to face and possible solutions.* |  |