Your Full Title of Your Paper

Learner's Full Name

Capella University

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# **Summary**

This section should include information for those readers who will not read the entire document but who willneed a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

* Brief identification and purpose of your project.
* The purpose and anticipated end result of this proposal.
* Other information you deem pertinent.

# **Introduction**

Introduce yourprojecthere.

Provide some brief background information on the nature of the problem that needs to be resolved as well as information on the factors that have caused the problem.

# **Needs/Problems**

Identify the needs or problems to be addressed. Ideas for information to include here are:

* Length of time needs/problems have existed
* Whether problem has ever been addressed before, and what the outcome was
* Impact of problem to the organization
* Impact of problem to staff and patients/clients

# **Proposed Solution**

State your solution to address the needs/problems stated above. You can also explain the benefits of your solution.

# **Details**

Provide detailed information about your proposed solution.What must be done to implement your solution?

# **Implementation and Evaluation**

Explain your role in implementing the solution and how success will be evaluated.

# **Conclusion**

Restate the problem and the solution in terms that will obtain executive buy-in.

# References

Provide your supporting references using APA citation style.

American Psychological Association. (2010a). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.