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LSK 1037

Course Overview

The Capstone Project is a one-semester course designed for the final year students in the Global Business (GBUS) Program to work in a team and to synthesize what you have learned by undertaking a challenging project for a corporate or non-profit client organization.

The objective of the Capstone Project (FYP) is to generate mutual benefits for the GBUS students and the client organizations. It provides students with an opportunity to gain practical hands-on experience and offers client organizations access to young business talents to help them solve real business problems.

Each FYP is conducted by a team of 4-5 final year GBUS students under the guidance of a representative of the client organization (Client Representative) and an HKUST faculty member (Faculty Advisor). The Course Instructor will oversee all capstone projects and conduct training workshops that cover the key skills that management consultants use to solve business problems and manage project teams.

The level of effort expected from students is equivalent to a 4-credit course. Each student is expected to commit on average **two days per week** on the project during semester time.

Much of this course will be conducted virtually. Students will therefore also learn skills valuable for the current virtual work environment.

Class Schedule

Thursday 18:00-19:20pm at LSK 1003

Students are expected to reserve this time slot for FYP-related activities. Please refer to the last section for the tentative schedule. This schedule is subject to change. Please check your ITSC email account regularly for announcements and refer to the Canvas course website for updates. Students are expected to manage your time, to monitor your team's progress, and be proactive in contacting the Client Representative, Faculty Advisor, and Course Instructors to report progress and to seek information, advice, and feedback as needed to fulfill the project deliverables.

Intended Learning Outcomes

Practiced in the workshops and applied to the project, students should be able to:

- Create professional quality project proposals
 - Identify different questions and choose one with the best scope
 - Customize a methodology for a project
 - Develop a detailed work plan
 - Prepare for a client kick-off meeting
 - Negotiate a proposal with the client
- Manage a business project effectively
 - Prepare for and conduct effective project meetings
 - Develop the habit of producing weekly “deliverables”
 - Create a “dummy pack”
 - Maintain an up-to-date work plan
 - Use online tools for project management
- Contribute to a team
 - Conduct effective team meetings
 - Give and receive useful feedback
 - Conduct a team review

In addition, under the guidance of their Faculty Advisor, students will practice the following skills:

- Locate, gather, and organize information using appropriate information source and technology
- Integrate disciplinary knowledge and apply appropriate analytical tools in formulating solutions to practical business problems in real world settings
- Deliver clear and engaging business presentations for a senior management audience

Roles of Participants

Students

- Take initiative and overall responsibility in managing the FYP and working as a team
- Attend training workshops
- Maintain effective communication and schedule meetings with Client Representative and Faculty Advisor to gather information, discuss and report progress, and seek advice and feedback
- Create and maintain a project website using Google Site and other online collaborative tools to keep all team members, Faculty Advisor, and Course Instructors informed of the project progress
- Deliver high quality project deliverables

Client Representative

- Provide the student project team access to information and people for the purpose of conducting the FYP
- Time commitment to meet with the student project team regularly to hear the progress and clarify expectations
- Assess the performance of the student project team and to provide evaluative information to the Course Instructors

Faculty Advisor

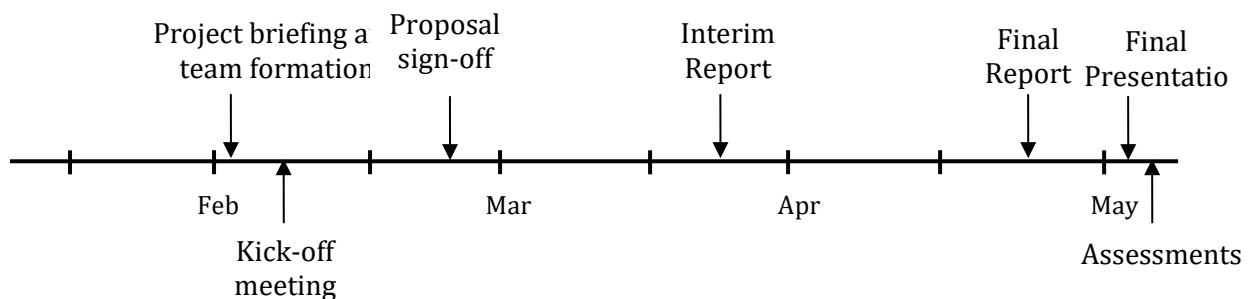
- Provide the student project team guidance and feedback throughout the project
- Attend the kick-off meeting and conduct informal debrief with team right after
- Feedback and sign off on proposal
- Communicate and meet with the student project team regularly
- Provide feedback and grade interim report before interim presentation to client
- Attend interim presentation and conduct informal debrief with team right after
- Provide feedback and grade final report before final presentation to client
- Attend final presentation and conduct informal debrief with team right after

NB/. The Course Instructor will play this role for CEMS projects

Course Instructors

- Identify suitable clients, projects, and faculty advisors
- Ensure shared expectations and commitments from all participants
- Form student project teams based on student interests and project requirements
- Provide structure and deliver training workshops
- Ensure quality proposals and deliverables
- Review the evaluative information provided by the Client Representatives, Faculty Advisors, and students (peer evaluation) and to assign course grades

Key Project Milestones



Assessment

	Team			Individual
	Course Instructors	Faculty Advisor	Client Representative	Peer Evaluation
Proposal	10%			
Other training workshop deliverables	10%			
Draft interim report		10%		
Interim report			15%	
Draft final report	5%	15%		
Final presentation			15%	
Total	25%	25%	30%	

Differences in individual contributions as reflected by peer evaluation may result in up to two sub-grade differences in individual course grade from the team mean grade. Faculty and Clients may also nominate specific students for an increased grade.

Mapping of Course ILOs to Assessment Tasks

Assessment	Mapped ILOs
Proposal	ILO1, ILO2, ILO3
Other Training Workshop Deliverables	ILO1, ILO2, ILO3, ILO4, ILO5, ILO6
Interim Report	ILO2, ILO3, ILO4, ILO5, ILO6
Draft Final Report	ILO2, ILO3, ILO4, ILO5, ILO6
Final Presentation	ILO2, ILO3, ILO4, ILO5, ILO6
Peer Evaluation	ILO3

Course AI Policy

Generative AI transforms many aspects of our professional lives and will be integrated into all aspects of the course. ChatGPT will be allowed and encouraged in all sections of the class.

You have an extra team member/thought partner who....

.....is available online 24/7

.....does work instantly

.....never gets upset or angry

.....gets things wrong, but is very responsive to feedback

.....has B+ knowledge about everything, but is not an expert on anything

.....needs clear instructions, since is vulnerable to GIGO

Please note what you found ChatGPT useful for in each assignment you use it.

Communication and Feedback

Assessment marks for interim and final presentation will be communicated within two weeks of submission. Feedback on assignments will include strengths and areas for improvement. Students who have further questions about the feedback, including marks, should consult the instructor within five working days after the feedback is received.

Resubmission Policy

Unless otherwise specified, there will be no resubmission for the assessment tasks due to the capstone project timeline constraints and clients' participation.

Academic Integrity

Students are expected to adhere to the university's academic integrity policy. Students are expected to uphold HKUST's Academic Honor Code and to maintain the highest standards of academic integrity. The University has zero tolerance of academic misconduct. Please refer to [Academic Integrity | HKUST - Academic Registry](#) for the University's definition of plagiarism and ways to avoid cheating and plagiarism.

Other Supporting Materials

Microlearning series for FYP is offered by Center for Language Education (CLE) at HKUST. It is a set of self-accessed tools to learn different important skillsets that can be used in the project period.

Detailed Schedule for Spring 2026

All deliverables to be uploaded to the project website (Canvas) by 6pm on due date

Week	Date	In-Class Topic / Out of Class Activity	Deliverable (by next week unless specified)
1	Feb 5 th	<ul style="list-style-type: none"> Course and Project introduction 	<ul style="list-style-type: none"> Questions for client briefings
2	Feb 12 th	<ul style="list-style-type: none"> Client briefings 	<ul style="list-style-type: none"> Submit project preference by midnight Feb 13th
3	Feb 19 th	NO CLASS - CNY	
4	Feb 26 th	<ul style="list-style-type: none"> Prepare for kick-off meetings (purpose, agenda, client data request, desktop research) Writing the Proposal <i>Kick-off meeting with client and faculty advisor, followed by immediate verbal debrief</i> 	<ul style="list-style-type: none"> Kick-off meeting minutes Draft Proposal to Faculty Advisor
5	Mar 5 th	<ul style="list-style-type: none"> Project Management (efficient meetings, focus on deliverables, team sharing, weekly update) Creating detailed work plan 	<ul style="list-style-type: none"> Final Proposal signed-off by client Detailed workplan
6	Mar 12 th	<ul style="list-style-type: none"> Research skills: Interviewing, Surveys 	<ul style="list-style-type: none"> Interview schedule Interview guide
7	Mar 19 th	<ul style="list-style-type: none"> 30 min with 2 teams: Analysis 	
8	Mar 26 th	<ul style="list-style-type: none"> 30 min with 2 teams: Analysis 	
9	Mar 31 st (Tue)	<ul style="list-style-type: none"> Storyboard interim report 	<ul style="list-style-type: none"> Draft Interim Report
9	Apr 2 nd	<ul style="list-style-type: none"> Managing conflict Team Effectiveness Review <i>Reflect on feedback, make changes</i> 	<ul style="list-style-type: none"> Personal and team action summary Final Interim Report
10	Apr 9 th	<ul style="list-style-type: none"> 30 min with 2 teams: Recommendation (Bring Executive Summary of final report) 	
11	Apr 16 th	<ul style="list-style-type: none"> 30 min with 2 teams: Recommendation (Bring Executive Summary of final report) 	
12	Apr 23 rd	<ul style="list-style-type: none"> Planning Implementation 	<ul style="list-style-type: none"> Draft Final Presentation
13	Apr 30 th	<ul style="list-style-type: none"> Closing your project 	<ul style="list-style-type: none"> Final Presentation to client War Stories ppt
14	May 7 th	<ul style="list-style-type: none"> Project learning presentation and sharing with other teams 	<ul style="list-style-type: none"> Peer ratings Course feedback Client handover
-	May 14 th	<ul style="list-style-type: none"> <i>Deadline for final presentation to client</i> 	

The Course Instructors reserve the right to revise the syllabus as needed.