

LIS590MG – Project Management
Semester: Summer 2017
Instructor: Kevin Trainor
Assignment: Project Report
Course Component: Project Report
Grading Rubric

Submission

Timeliness (10 available points)

Requirements

Project Report must be submitted by date and time indicated in weekly schedule. A Project Report submitted more than 7 days late will be graded the same as not submitted.

Percent Credit	Description
100	On Time
0	Not submitted or submitted late

File Requirements (10 available points)

Requirements

Only one file should be submitted.

The submitted file should be of type .PDF.

The file name must include the team name.

The file name must conform to all other requirements stated in the instructions document.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

1 Project Documents

Vision Statement (10 available points)

Requirements

Vision statement should follow the method presented in the Layton book on page 113.

The section should include a discussion of any changes that happened to the vision statement during the project and what caused those changes.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Product Roadmap (5 available points)

Requirements

The product roadmap must follow the method presented in the Layton book on page 118.

The section should include a discussion of any changes that took place to the product roadmap during the project and what caused those changes.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

User Stories (20 available points)

Requirements

Provide a list of user stories for your project that is based on the method presented in the Layton book on page 128.

Include all user stories in this list including those identified at the beginning of the project and those identified later in the project.

User stories should be included in the list even if they never reached high enough priority to be implemented.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Release Plan (5 available points)

Requirements

Provide a release plan for your project based on the method presented in the Layton book on page 141.

If your product had only one release, provide your rationale for taking a single-release approach.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Sprint Plans and Actual Experience (10 available points)

Requirements

Provide a brief list of the sprints that occurred in your project and the general character of each.

Provide a sprint plan for each sprint based on the method presented in the Layton book on page 142.

Provide information on which user stories were included in which sprints.

For each sprint, provide a comparison of planned progress compared to actual progress either in the form of a burndown chart or by some other reasonable means.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

2 Team Experience

Team Composition (5 available points)

Requirements

Provide count of people on your team.

Provide names of people on your team.

Provide a skills summary for each person on your team.

State if team size was well-suited to the workload.

Recommend a target team size for future classes.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Team Organization (5 available points)

Requirements

State the extent to which your team was organized according to the roles identified in Layton book on page 87.

State who took which roles on your team.

If you organized your team differently, explain how this was an advantage or disadvantage for your team.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Tools (5 available points)

Requirements

Identify communication-oriented tools that your team used.

Identify tools used for requirements gathering, design, code, test, and install.

Provide your feedback on tools used and recommendations for future classes.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Adapting Agile (5 available points)

Requirements

State the extent to which the inability to fully collocate was a problem for your team in using agile.

State how your team met the need for a daily standup meeting.

State how your team communicated in the absence of face-to-face communication.

State if your team was able to hold face-to-face meetings? If so, how frequently.

State if your team used chat, audio, or video communication tools. If so, how frequently.

State the recommendations that you have for future teams in this class regarding how to adapt agile to the circumstances of the class.

Percent Credit	Description
100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

3 Client Experience

Availability of Person to Act as Agile Product Owner (10 available points)

Requirements

State if a person was available from the client to act as product owner.

To the extent that a person was not available to fill this role, state how your team adapted the agile process.

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100	Exceeds expectations.
95	Meets all expectations.
90	Meets nearly all expectations.
75	Meets most expectations.
50	Meets some expectations.
25	Meets few expectations.
10	Meets nearly no expectations.
0	Meets no expectations.
0	Not submitted or submitted too late.

Net Available Points = 100