IS594-PJ – Project Management
Instructor: Kevin Trainor
Assignment: Project Report Assignment
Course Component: Final Project
Grading Rubric

Submission

Timeliness (10 available points)

Requirements
Must be submitted by date and time indicated in the weekly schedule.

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

Physical Submission (10 available points)

Requirements
One (and only one) submission should be made to the Canvas submission activity.
The file submitted must be of type .PDF
The .PDF file must be named according the conventions described in the instructions.

Percent Credit	Description
100	Meets all expectations.
50	Meets nearly all expectations.
0	Does not meet expectations.
0	Not submitted or submitted too late.

Exercise 1 (Regular) - Project Documents

Completeness (20 available content points)

Requirements
Submission must include an updated Project Plan document.
Submission must include a Functional Requirements documentation.
Submission must include a Non-Functional Requirements documentation.
If the project is other than an information systems project, the submission must include design documentation in a format that is standard in the relevant industry or profession.
If the project is an information systems project, the submission must include data requirements expressed as an Entity-Relationship Diagram (ERD) or some other well-accepted approach for expressing data requirements.
If the project is an information systems project pursued with the waterfall approach, then the submission must include user interface design documents.

Percent Credit	Description
100	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.

Technique (20 available content points)

Requirements
The updated Project Plan must conform to the expectations established for the Project Plan assignment.
The Conceptual data model must be expressed as an ERD or other well-accepted approach for expressing data requirements.
The Non-Functional Requirements should be documented as a list of requirements and preferences organized in an outline.
Documents that express functional requirements must be use case specifications, user stories, or some other expression of functional requirements that is regularly used in the industry or profession.
Documents that express the user interface design must be sample report and screen layouts, wireframes, or some other expression of user interface design that is regularly used in the industry or profession.

Percent Credit	Description
100	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.

Exercise 2 (Regular) - Team Experience

Completeness (9 available content points)

Requirements
The submission must include a section which discusses Team Composition.
The submission must include a section which discusses Team Organization.
The submission must include a section which discusses Tools.
The submission must include a section which discusses the team's Choice of Approach.
The submission must include a section which discusses actions taken by the team to control scope while the project was underway.

Percent Credit	Description
100	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.

Technique (9 available content points)

Requirements

Each section must address the issues identified in the instructions.

Report sections must take the form of a professionally-written business report with text arranged in paragraphs, and proper attention to choice of words, spelling, and grammar.

Percent Credit	Description
100	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.

Exercise 3 (Regular) - Client Experience

Completeness (9 available content points)

Requirements
The submission must include a section which discusses the Environment.
The submission must include a section which discusses Availability of Client Personnel.
The submission must include a section which discusses Client Satisfaction.

Percent Credit	Description
100	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.

Technique (8 available content points)

Each section must address the issues identified in the instructions.

Report sections must take the form of a professionally-written business report with text arranged in paragraphs, and proper attention to choice of words, spelling, and grammar.

Percent Credit	Description
100	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.

Exercise 4 (Challenge) - Team Member Reflections on Project Management

Completeness (3 available content points)

Requirements
The submission must include an entry for each team member.
The entry for each team member must include the team member name.
The entry for each team member must discuss the development of their understanding of project management over the course of the project.

Percent Credit	Description
100	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.

Technique (2 available content points)

Requirements
Each section must address the issues identified in the instructions.
Report sections must take the form of a professionally-written business report with text arranged in paragraphs, and proper attention to choice of words, spelling, and grammar.

Percent Credit	Description
100	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.

Total Available Points = 100