

Memo 3 Rubric

Special requirements for Memo 3 (Data Center Management):

Acceptable	Flawed	Unacceptable
This memo will have all of the standard memo requirements AND meet the following special requirements	Exhibits any one of the following errors: Uses material from the reviewed article in the review without quotation marks.	Exhibits more than one of the following errors:
A minimum of 4 Recommended articles/white papers that are related to the memo topic	Has less than 4 articles, or any articles that are not related to the topic of the memo	Has less than 3 articles
All articles/white papers have complete references (I want to be able to go directly to the material)	Inaccurate references (I cannot find the article through the reference)	Missing any of the article references
Each article is accompanied by: 1) a paragraph describing the content of the article (what I will learn if I read the article) and 2) a description of the strengths and weaknesses of the article (this is the annotated part – what did you find most useful about the article and its content, what are the flaws/drawback/failings/issues of the article).	Missing any one of the required elements from the Acceptable requirements	Missing any two of the required elements
At least two different sources for articles are used (so if you use Gartner for an article you must find at least one other article from another source).	All articles from only one source	
A minimum of 3 “repositories” in the Background/Justification section that can serve as sources of additional articles, white papers and reference materials on the topic of the memo	Missing one repository	Missing more than 1 repository

Example:

Experts in Business-Critical Continuity, “Precision versus comfort cooling”,
http://www.emersonnetworkpower.com/en-US/Brands/Liebert/Documents/White%20Papers/data-center-cooling_24644-R09-10.pdf (accessed on January 4, 2015)

This article discussed blah, blah blah. I found the strengths to be clear discussion and blah, blah. However, the article failed to consider blah, blah which I think is really important because blah, blah, blah.