**Team Project Progress Report Marking Rubric – For Use By Students**

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| Date: | Team #: Case Study Name: |
| Team Members: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item in Progress Report** | **Comments** | **Team’s Marks** | **Total Marks** |
| Cover Page and  Table of Contents |  |  | 5 |
| **Executive Summary:** |  |  |  |
| ES: Incident Description and Losses |  |  | 5 |
| ES: Context and Purpose of Your Incident Investigation |  |  | 5 |
| ES: Root Cause Analysis Summary |  |  | 5 |
| ES: List of the Latent Causes |  |  | 5 |
| **Chapters:** |  |  |  |
| Chapter 1: Incident Description and Losses |  |  | 10 |
| Chapter 2: Context and Purpose of Your Incident Investigation |  |  | 10 |
| Chapter 3: Root Cause Analysis – Discussion |  |  | 15 |
| Chapter 4: Application of the Cause and Effect Model |  |  | 20 |
| References |  |  | 5 |
| Appendix A: Root Cause Analysis – Chart |  |  | 20 |
| Spelling, Grammar, Format, Organization, Presentation, Rational and Logic; Overall Flow |  |  | 10 |
| **Total:** |  |  | **115** |