

SEMESTER 6

CSM4993 – Industrial Project Management - Rubrics for Student Assessment

CONTINUOUS ASSESSMENT

1) QUIZ – (University: 10%)

PLO1 [Knowledge & Understanding] -> CLO1 (10%): MCQ

2) WBL PROGRESS PRESENTATION – (Industry: 15%)

Rubrics	Score	Scoring Scale
Standards met consistently, and expectations exceeded	5	Excellent
Standards met often or frequently	4	Good
Standards met occasionally, and improvement needed	3	Moderate
Standards met minimum expectation	2	Weak
Standards are not met or seldomly met	1	Poor

PLO3 [Cognitive Skills] -> CLO2 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Point out the objective and statement of work for each project task are elaborated and addressed clearly in line with the execution of the on-going project. (C4)	0.40						2.00
(2) The project progress breakdown presented meets the expectations in terms of timeliness and is explained in detail and in an innovative manner. (C4)	0.40						2.00
(3) The project issues and potential risks were briefly highlighted during the project execution, and the presenter managed to propose an alternative solution to resolve or mitigate the project impact. (C3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO4 [Communication Skills] -> CLO3 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Confidently explain in a fluent manner the project's progress and engage the audience in discussion or by raising questions. (A4).	0.40						2.00
(2) Prepare a short visual presentation of the current project tasks with a lot of data and information. (A4)	0.40						2.00
(3) Demonstrate a good understanding of the project and its related tasks in terms of the project's goals, detailed execution, and expectations during the question and answer session. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO6 [Ethics & Professionalism] -> CLO4 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) The candidate's work is reliable and persistently delivered the tasks accordingly, and they fairly contribute to the quality of work for project implementation. (A3)	0.40						2.00
(2) Adhere to good work ethics by showing determination and commitment to deliver the job, and always strive to meet and exceed expectations and seek opportunities to learn new skills for performance improvement. (A4)	0.40						2.00
(3) Demonstrate good time management skills by being persistently punctual when reporting for work and delivering the outputs prior to the deadline. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

3) LOG BOOK – (University: 5%)

Rubrics	Score	Scoring Scale
Standards met consistently, and expectations exceeded	5	Excellent
Standards met often or frequently	4	Good
Standards met occasionally, and improvement needed	3	Moderate
Standards met minimum expectation	2	Weak
Standards are not met or seldomly met	1	Poor

PLO6 [Ethics & Professionalism] -> CLO4 (5%): Rubrics for University

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) The candidate's reported work activities via log book and submitted log book consistently based on the specified dateline. (A3)	0.40						2.00
(2) Explain a detailed, accurate, and comprehensive description of daily project progress based on actual work activities that have been approved by the industry's coach. (A4)	0.40						2.00
(3) Formulate a new idea or insight for the recommendation to resolve an existing issue encountered while working on the project. (A4)	0.20						1.00
Total Points/ Marks	1.00						5.00

4) PROJECT DOCUMENTATION – (Industry: 35%, University: 10%)

Rubrics	Score	Scoring Scale
Standards met consistently, and expectations exceeded	5	Excellent
Standards met often or frequently	4	Good
Standards met occasionally, and improvement needed	3	Moderate
Standards met minimum expectation	2	Weak
Standards are not met or seldomly met	1	Poor

PLO3 [Cognitive Skills] -> CLO2 (20%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) The expectations and outcomes of the project are clearly defined and described (C3)	1.00						5.00
(2) Preparing a schedule of project activities/ tasks with realistic due dates. (C3)	1.00						5.00
(3) The implementation of project tasks or activities completed based on actual plan (C3)	1.00						5.00
(4) Identified and corrected all problems encountered during project execution (C4)	1.00						5.00
Total Points/ Marks	5.00						20.00

PLO4 [Communication Skills] -> CLO3 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Demonstrates understanding of project by analyzing and synthesizing relevant information (A3)	0.40						2.00
(2) Organize detailed attention to and successful execution of project particular to project expectation, deliverables in a coherent manner. (A4)	0.40						2.00
(3) Arrange appropriate use of technology/visual elements to enhance message and improve understanding of audience. (A4)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO6 [Ethics & Professionalism] -> CLO4 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Complete work of the highest quality that reflects the best effort and consistently strives to improve work on the given project. (A4)	0.40						2.00
(2) Demonstrate the full commitments and undertake the assignment of project tasks in a professional manner and protect the confidential information of the project. (A4)	0.40						2.00
(3) Joins in project discussions and actively contributes ideas or opinions to the ongoing project. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO7 [Personal Skills] -> CLO5 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Prepare to work independently with minimal supervision expectations and always be highly motivated to deliver the project or tasks. (A4)	0.40						2.00
(2) Demonstrate good time management skills by delivering the outputs prior to the deadline. (A3)	0.40						2.00
(3) Follows the project communication, either verbal or written, among the project team members, ensuring effective coordination across the project team. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO3 [Cognitive Skills] -> CLO2 (10%): Rubrics for University

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) The expectations and outcomes of the project are clearly defined and described (C3)	0.50						2.50
(2) Preparing a schedule of project activities/ tasks with realistic due dates. (C3)	0.50						2.50
(3) The implementation of project tasks or activities completed on actual plan (C3)	0.50						2.50
(4) Identified and corrected all problems encountered during project execution (C4)	0.50						2.50
Total Points/ Marks	2.00						10.00

FINAL ASSESSMENT

5) FINAL PRESENTATION (Industry: 5%, University: 20%)

Rubrics	Score	Scoring Scale
Standards met consistently, and expectations exceeded	5	Excellent
Standards met often or frequently	4	Good
Standards met occasionally, and improvement needed	3	Moderate
Standards met minimum expectation	2	Weak
Standards are not met or seldomly met	1	Poor

PLO4 [Communication Skills] -> CLO3 (5%): Rubrics for Industry

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Explain the project presentation in a well-designed structure to communicate with the audience. The session indicates the remarkable use of important points while implementing the project and attracting audience engagement. (A4)	0.40						2.00
(2) Organize presentation of the project is clear and well developed. The contents of the presentation are fully supported by project outputs, evidence, and supporting data. (A4).	0.40						2.00
(3) Follows the project communication, either verbal or written, among the project team members, ensuring effective coordination across the project team. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO3 [Cognitive Skills] -> CLO2 (10%): Rubrics for University

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Summarise in a clear and comprehensive way the most or all specific activities or tasks required to complete the project. (C4)	0.50						2.50
(2) Illustrate accurate and complete information on the project's completion based on the given tasks while executing the project. (C4)	0.50						2.50
(3) Demonstrate the use of all or selected project tools or templates correctly. (C3)	0.50						2.50
(4) Outline project lessons learned upon doing the project by providing insightful data for the project and appropriate recommendations for improvement. (C4)	0.50						2.50
Total Points/ Marks	2.00						10.00

PLO4 [Communication Skills] -> CLO3 (5%): Rubrics for University

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Explain the project presentation in a well-designed structure to communicate with the audience. The session indicates the remarkable use of important points while implementing the project and attracting audience engagement. (A4)	0.40						2.00
(2) Organize presentation of the project is clear and well developed. The contents of the presentation are fully supported by project outputs, evidence, and supporting data. (A4).	0.40						2.00
(3) Follows the project communication, either verbal or written, among the project team members, ensuring effective coordination across the project team. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

PLO7 [Personal Skills] -> CLO5 (5%): Rubrics for University

Criteria	Weight	Poor (1 mark)	Weak (2 marks)	Moderate (3 marks)	Good (4 marks)	Excellent (5 Marks)	Total Marks (Max)
(1) Prepare to work independently with minimal supervision expectations and always be highly motivated to deliver the project or tasks. (A4)	0.40						2.00
(2) Demonstrate good time management skills by delivering the outputs prior to the deadline. (A3)	0.40						2.00
(3) Follows the project communication, either verbal or written, among the project team members, ensuring effective coordination across the project team. (A3)	0.20						1.00
Total Points/ Marks	1.00						5.00

