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| **Graded Element** | **Advanced (4)** | **Proficient (3)** | **Basic (2)** |
| **Detailed Breakdown of Tasks** | Provides a detailed list of tasks necessary to complete the project. Tasks are specific to the project. KEY tasks are distinguished. | Tasks are listed, but could use more detail. KEY tasks do not stand out from supporting tasks. | Task list is vague or incomplete. |
| **Appropriate Timeline and Estimates** | Timeline and time estimates are realistic and reflect deadlines. Timeline spans accurate length of the project. | Timeline or time estimates occasionally veer from reality. | Timeline or time estimates are unrealistic, inflated, or inaccurate. |
| **Milestones Identified** | More than 3 milestones are correctly/clearly identified via software tools. The 3 milestones of the stated SMART goal for the project are identified. | The 3 milestones of the stated SMART goal for the project are correctly/clearly identified via the software tools. | Less than the minimum of 3 milestones are identified or the 3 from the stated SMART goal for the project are not identified. |
| **Formatting/Style** | Chart is attractive. Spelling is accurate, font is appropriate, a title of meaning is included, blank spaces have been removed/reduced, density of dates has been adjusted, thickness of task bars has been adjusted. | Chart is nice looking, but corrections and/or enhancements to spelling, font, amount of blank space, density of dates, and/or thickness of task bars are needed. | Chart is in need of many modifications to make it readable. |