

# FINAL PROJECT SPECIFICATIONS

## production guidelines

## Communication

|                             |  |
|-----------------------------|--|
| <b>Timely Communication</b> | Communication & Responses are prompt & Timely Feedback Given (24 hrs)            |
| <b>Responsiveness</b>       | Considers and adequately responds to collective feedback/input                   |
| <b>Well Organized</b>       | Topics are grouped and organized efficiently                                     |
| <b>Context</b>              | Items are communicated including proper context to avoid misunderstandings       |
| <b>Consistency</b>          | Communication methods and organization is consistent throughout project          |
| <b>Engagement</b>           | Team player, helps others, seeks input from instructors & doesn't work in a silo |

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### Management

|                                   |  |
|-----------------------------------|--|
| <b>Progressive Development</b>    | Shows continual progress   |
| <b>Pro-activeness</b>             | Forecasts ahead, adjusts as needed, addresses issues in advance as opposed to being reactive |
| <b>Timelines</b>                  | Working within the required timelines  |
| <b>Efficient use of resources</b> | Not wasting other's time with inefficient meetings and requests                              |

### Professionalism

|                   |  |
|-------------------|--|
| <b>Tone</b>       | Business and professional tone in communications, documentation and appearance       |
| <b>Language</b>   | Business and professional language in emails, documentation and voice communications |
| <b>Formatting</b> | Professional looking documents and emails  |
| <b>Attitude</b>   | Positive and friendly attitude. Ability to persuade others                           |
| <b>Honesty</b>    | Providing honest projections, assessments and opinions                               |

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## Assessment

|  |   |
|--|---|
| <b>Adherence to Web Standards and Best Practices</b> | Following the guidelines and standards taught throughout the WDDBS Program        |
| <b>Following design principles</b>                   | Demonstrating the design principles taught throughout the WDDBS Program           |
| <b>Following coding principles</b>                   | Writing clean, commented code as taught in the WDDBS program                      |
| <b>Following project management best practices</b>   | Following the processes and best practices taught in PPP and other degree classes |
| <b>Meet all promised deadlines</b>                   | Keeping the project on-track  |
| <b>Communicate upcoming deadlines or variances</b>   | Providing good communication when necessary due to delays, changes or requests    |