

# Honors Lesson Rubric Project Charter

Grading Criteria				
Project Description: Included Project Name	(1 pts) Included  Included project name.	(0 pts) Missing  Project name not included		
Project Purpose or Justification	(3 pts) Outstanding  Project purpose is clear. Need for the project is described.	(2 pts) Meets expectations  Project purpose is stated. Project justification of need can be improved.	(1 pts) Needs improvement  Project purpose is stated. Reason for project not evident.	(0 pts) Does not meet expectations  Project purpose is not stated.
Project Objectives	(3 pts) Outstanding  Minimum of 3 objectives are provided. Objectives are specific and measurable.	(2 pts) Meets expectations  Most objectives are specific and measurable.	(1 pts) Needs improvement  At least one objective has been provided and is specific and measurable.	(0 pts) Does not meet expectations  No project objectives provided, or objectives provided are not measurable.
Project Scope/Deliverables	(3 pts) Outstanding  Includes scope statement which describes requirements or deliverables. Scope is detailed enough to identify what is in or out of scope.	(2 pts) Meets expectations  Includes scope statement which describes requirements or deliverables. Additional clarification is needed to define what is in or out of scope.	(1 pts) Needs improvement  Includes scope statement which describes requirements or deliverables but lacks detail to guide what is in or out of scope.	(0 pts) Does not meet expectations  Project scope or deliverables is not stated.
Project Constraints	(3 pts) Outstanding  Includes constraints such as quality, cost, schedule, etc. Level of detail is enough for stakeholders to understand project limits or constraints.	(2 pts) Meets expectations  Includes constraints such as quality, cost, schedule, etc. Additional clarification is needed for stakeholders to understand project limits or constraints.	(1 pts) Needs improvement  Includes constraints such as quality, cost, schedule, etc. Lacks level of detail for understanding project limits.	(0 pts) Does not meet expectations  Project constraints are not stated.
Project Milestones	(3 pts) Outstanding	(2 pts) Meets expectations	(1 pts) Needs improvement	(0 pts) Does not meet expectations

	Includes project milestones. Descriptions are clear enough for stakeholders to understand deliverables and timing.	Includes project milestones. Descriptions lack clarity for stakeholders to understand deliverables and timing.	Includes project milestones. Descriptions are not provided.	Project milestones not stated.
Project Cost Estimate	(3 pts) Outstanding  Includes preliminary estimate of total cost including a high-level breakdown or cost categories. Basis for estimates were adequately described.	(2 pts) Meets expectations  Includes preliminary estimate of total cost. Basis for estimates were adequately described.	(1 pts) Needs improvement  Includes minimal preliminary estimate of total cost. Basis for estimates were not provided.	(0 pts) Does not meet expectations  Project cost estimate not provided.
Project Stakeholders	(3 pts) Outstanding  Minimum of 3 stakeholders are identified. Their level of influence is clearly described.	(2 pts) Meets expectations  Minimum of 2 Stakeholders are identified. Their level of influence is clearly described.	(1 pts) Needs improvement  Stakeholders are listed with no description of their project influence.	(0 pts) Does not meet expectations  No stakeholders listed.
Charter Acceptance	(1 pts) Included  There is a section for Project Sponsor signature.	(0 pts) Missing  Section for Project Sponsor not included.		
Please provide feedback to your peers to help them improve their Project Charter. It is helpful to provide a rationale for how and why you awarded the score. Please include specific details on what was missing and/or make suggestions for improvement.				
Did your peer ask for specific feedback?	(3 pts)  Yes	(0 pts)  No		
Provide the specific feedback that your				

peer has requested.