

	Unrated	Near Pass	Pass	Moderate	Good	Excellent	
<b>Task 1</b> A project charter for the project in the portfolio for which you are the project manager.	No submission or minimal work done.	A project charter presenting limited or no key points listed in the assignment description and the template and lacking clarity. .	A project charter presenting some of the key points listed in the assignment description and the template with limited clarity.	A project charter presenting most of the key points listed in the assignment description and the template with some clarity.	A complete project charter adequately presenting all the key points listed in the assignment description and the template with reasonable clarity.	A comprehensive project charter that clearly presents all the key points listed in the assignment description and the template.	2.4
		The project charter is not reasonably presented.	The project charter is not reasonably presented.	The project charter is reasonably presented.	The project charter is reasonably well-presented.	The project charter is well-presented.	
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
	For roles and responsibilities, should include the decision makers such as project sponsor and end-users or business users.						
<b>Task 2.1</b> Develop a requirements traceability matrix (RTM)	No submission and/or minimal work done.	A requirements traceability matrix that identifies some generic and vague characteristics for the project, some of which may not be relevant to the project.	A requirement traceability matrix that identifies minimal requirements for the project, some of which may not be appropriate for the project.	A requirements traceability matrix that shows some consideration and justification in building the requirements traceability matrix. However, some of the requirements or specifications may not be correctly defined or appropriate for the project.	An adequate requirements traceability matrix showing a good level of consideration and justification. The minimum of 8 requirements and their specifications identified are mostly correct.	An excellent requirements traceability matrix showing excellent level of consideration and justification. Clearly and correctly identifying at least 8 requirements for the project.	3
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
	Some of the requirements such are quite subjective, need to redefine to ensure easy to assess DoD.						
<b>Task 2.2</b> A project scope statement for the project for which you are responsible (< 500 words)	No submission and/or minimal work done.	A project scope statement that has limited description of some aspects of the project's background, objectives and outcomes and includes some information about the scope of the project and some requirements. The deliverables identified are vague and descriptions and requirements lack clarity.	A project scope statement that addresses some aspects of the project's background, objectives and outcomes and includes the scope of the project and some requirements. Some deliverables are identified and with limited descriptions and requirements.	A somewhat defined project scope statement that includes descriptions of the project's background, objectives and outcomes with some explanations of the scope of the project and a few high-level requirements. Some deliverables are identified with some descriptions and requirements.	An adequately defined project scope statement, that describes and communicates the project's background, objectives and outcomes. The scope statement explains the scope of the project and some of its high-level requirements and reflects on what is considered out-of-scope for the project. The project scope and requirements are aligned with the business strategies and portfolio objectives. The statement identifies a minimum of 3 deliverables with their descriptions and at least 3 significant requirements/ characteristics for each deliverable and their source.	A well-defined project scope statement that effectively determines and communicates the project's background, objectives and outcomes. The scope statement has a clear explanation of the scope of the project and 5 of its high-level requirements and reflects on what is considered out-of-scope for the project. The project scope and requirements are clearly aligned with the business strategies and portfolio objectives. The statement identifies a minimum of 3 deliverables with their descriptions and at least 3 significant requirements/ characteristics for each deliverable and their source.	3.4
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
	The three deliverables are unclear, limited descriptions and missing sources and requirements/characteristics for each deliverables.						
<b>Task 3 - WBS and Schedule Management</b>	Tasks 3.1, 3.2, 3.3 and 3.4 Are assessed during in-class demonstrations in weeks 7 - 8 of the semester.						16
<b>Task 4 - Project Cost Management</b>	Not attempted and/or minimal work done	A cost model that has several limitations shows minimal consideration and justification in addressing components.	A cost model that shows limited consideration and justification in addressing essential components. Visual presentation of the cost model is acceptable.	A cost model that shows some consideration and justification in addressing essential components. Visual presentation of the cost model is somewhat sufficient.	A sufficiently developed cost model that demonstrates adequate consideration and justification in addressing all components of the cost model. Visual presentation of the cost model is adequate.	A skilfully developed cost model that demonstrates thorough consideration and justification in addressing all components of the cost model. Visual presentation of the cost model is comprehensive and accurate.	3
	Not attempted and/or minimal work done	Minimally addressing the components without consideration or justification.	Minimally addressing some components without clear consideration or justification.	Shows some consideration and justification in addressing some components of the cost baseline with similarities to the cost model.	Shows a good level of consideration and justification in addressing all components of the cost baseline and is consistent with the cost model.	Shows an excellent level of consideration and demonstrates rationale and justification in addressing all components of the cost baseline. The cost baseline is consistent with the cost model.	
	Not attempted and/or minimal work done	A limited summary with unclear and inappropriate assumptions with limited or no justification or considerations.	A summary that shows limited or irrelevant assumptions with limited or no justification or considerations.	A somewhat developed summary that shows some assumptions with some justification and references.	An adequately developed summary that demonstrates relevant assumptions with brief justifications supported by appropriate references.	A skilfully developed summary that clearly demonstrates highly relevant assumptions with concise and brief justifications supported by appropriate references.	

	<5.0	5.0 - 5.4	5.5 - 5.9	6.0 - 6.9	7.0 - 7.9	8.0 - 10	
	Missing cost model. Limited details, justifications and assumptions. Did not mention total project cost.						
Task 5.1 Develop a complete risk register	No submission or minimal work done	A risk register identifying three potential risks that are vaguely described. The identified risks have no relevance to the project and no impact on the success of the project/portfolio. Some notes about response strategies may be present but lack clarity.	A risk register identifying three potential risks that are generic and lack clarity. The identified risks have low or no impact on the success of the project/portfolio. The risks are vaguely described and ranked. The risk register includes some general response strategy without clear considerations for the characteristics of the risk.	A reasonable risk register identifying three potential risks (two negative and one positive), one of which has a low or no impact on the success of the project/portfolio. The risks and their impacts are reasonably described. The risks are ranked according to their priority level. Each record includes a high-level response strategy that is somewhat suitable for the identified risks.	An adequate risk register identifying three potential risks (two negative and one positive) that are reasonably impactful on the success of the project/portfolio. The identified risks have high probability and/or high impact. The risks and their root causes and impacts are reasonably described. The risks are ranked according to their priority level. Each record includes a high-level response strategy that is developed for the identified risks considering their description, impact probability, impact and priority level.	A comprehensive risk register, clearly identifying three potential risks (two negative and one positive) that are highly impactful on the success of the project/portfolio. The identified risks have high probability and/or high impact. The risks are ranked according to their probability and impact. Each record includes a concise high-level response strategy that is designed strategically for the identified risks considering their description, impact probability, impact and priority level.	2
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
Task 5.2 - Rationale	No submission or minimal work done	A very limited summary about determining the probability and impact of each of the risks, with no justification or use of evidence or references. .	A summary that has limited rationale for determining the probability and impact of each of the risks, with limited justification and does not use any evidence or references.	A summary of your rationale for determining the probability and impact of each of the risks, showing basic consideration and some justification. The justification is using reliable sources of information.	A clear summary of your rationale for determining the probability and impact of each of the risks, showing reasonable and sound consideration and justification. The justification is evidence based and relevant references are cited.	A clear and concise summary of your rationale for how you determine the probability and impact of each of the risks, showing in-depth and comprehensive consideration and justification. The justification is evidence based and relevant references are cited.	2
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
Task 5.3 - Probability/impact matrix and its application	No submission or minimal work done	A probability/impact matrix and a limited write-up on the application of the matrix for management and decision making without a clear conclusion and/or recommendation	A reasonable probability/impact matrix. A write-up on the application of the matrix for management and decision making that raises some points and includes a somewhat clear conclusion and/or recommendation.	A reasonable probability/impact matrix. A clear write-up on the application of the matrix for management and decision making with a conclusion and/or recommendation to the client.	A well-presented probability/impact matrix. An adequately developed write-up on the application of the matrix for management and decision making with a conclusion and/or recommendation to the client, helping them make informed decisions in relation to project risk management.	Excellent and well-presented probability/impact matrix. A skilfully developed write-up on the application of the matrix for management and decision making with a clear conclusion and recommendation to the client, helping them make informed decision in relation to project risk management.	2
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
	Task 5.3 only presented the matrix without analysis etc.						
Task 6.1 2 quality standards/ requirements	No submission or minimal work done.	Two identified quality standards/ requirements that are not aligned with stakeholder expectations and portfolio requirements. The description has limited or no justification about their relevance to the project.	Two identified quality requirements/standards that could lead to meeting stakeholder expectations and portfolio requirements. The quality standards/ requirements are accompanied by a description and limited justification about their relevance to the project.	Two identified quality requirements/standards that are somewhat essential for meeting stakeholder expectations and portfolio requirements. The description of each standard/requirement demonstrates a basic understanding of quality management in projects. The assumptions listed somewhat justify the relevance of the quality standards/requirements to the project.	Two identified quality requirements/standards that are essential for meeting stakeholder expectations and portfolio requirements. The description of each standard/requirement demonstrates a sound understanding of quality management in projects. The assumptions listed justify the quality standards/requirements and their relevance to the project.	Two clearly identified quality requirements /standards that are essential for meeting stakeholder expectations and portfolio requirements. The description of each standard/requirement is well-defined and demonstrates a clear and in-depth understanding of quality management in projects. The assumptions listed justify the quality standards/ requirements and their relevance to the project.	2.3
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	

Task 6.2 Metrics and how to measure	No submission or minimal work done.	Limited or no metrics and progress measures that lack clarity or relevance to the quality standards/requirements.	Limited metrics and progress measures developed. It is not evident that any of the standards/requirements could be met.	Reasonably developed metrics and progress measures for ensuring that the standards/requirements will be met, although the progress measures and metrics are not clearly specified.	Adequately developed metrics and progress measures that are relevant to meeting the quality standards/requirements. Where possible, a clear reference to the recognised industry benchmarks or standards is made.	Skilfully developed progress measures and metrics that are strategically selected to ensure the quality standards/requirements will be met. Where possible, a clear reference to the recognised industry benchmarks or standards is made.	2.7
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
The quality standards were not clearly identified and not mapped to the metrics.							
Task 7.1 - stakeholder register (8 major stakeholders)	No submission or minimal work done.	A very limited stakeholder register that is missing some key elements. The choice of communication approach, if presented, may not be suitable for the listed stakeholders.	A limited stakeholder register. The identification and description of the stakeholders is general and missing some key elements. Includes an acceptable communication approach for the listed stakeholders.	A somewhat adequate stakeholder register, identifies most key stakeholders, though may have missed stakeholder groups or the listed groups have minimal power/interest in the project. The identification and choice of the communication approach are somewhat appropriate for each stakeholder.	An adequate stakeholder register, identifies most stakeholders. The listed Stakeholder have high to moderate power/interest towards the project and are clear priorities in the stakeholder engagement plan. The identification and choice of the communication approach are appropriate for each stakeholder.	A comprehensive stakeholder register clearly identifies eight stakeholders. The listed Stakeholder have high power/interest towards the project and are clear priorities in the stakeholder engagement plan. The identification and choice of the communication approach are highly appropriate for each stakeholder.	2.2
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
Task 7.2 - 2 stakeholder management and engagement strategy	No submission or minimal work done.	Very limited description of the stakeholder management and/or engagement strategies. Does not show consideration regarding the confidentiality of information.	Demonstrates a limited description of the stakeholder management and/or engagement strategies. Includes little consideration regarding the confidentiality of information when the stakeholders are outside the project.	Demonstrates acceptable attempts to identify stakeholder management and engagement strategies with only critical information. Includes some considerations regarding the confidentiality of information when the stakeholders are outside the project.	Reasonable identification of stakeholders and a justified stakeholder management and engagement strategies for both stakeholders who are not on the project team. Includes appropriate considerations regarding the confidentiality of information when the stakeholders are outside the project.	Strategic and clear identification of stakeholders and well justified stakeholder management and engagement strategies for both stakeholders who are not on the project team. Includes sophisticated considerations regarding the confidentiality of information when the stakeholders are outside the project.	1.5
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
Task 7.1 - Missing names and contact information. Communication frequency not well defined. Task 7.2 not consistent with the stakeholder register							
Completeness and correctness of statements; clarity of expressions	Mostly incomplete and unclear.	The report presents basic project plans with limited or no analysis. The statements imply a lack of understanding of the foundation of this unit.	The report presents some project plans with limited analysis and supporting information. The statements show a marginal/limited understanding of the foundation of this unit.	The report contains some structured information to develop project plans with some supporting information. The analysis raises some points, and the statements show a basic understanding of the foundation of this unit and the potential to transform the theories into real contributions.	The report contains mostly structured information that focuses on developing project plans with supporting information. The analysis shows originality and creative thinking. The statements show a sound understanding of the foundation of this unit and a reasonable capability to transform the theories into intellectual contributions.	The report contains clearly structured information that is focused on developing project plans with clear supporting information. The analysis demonstrates originality, creativity, and sophisticated thinking. The statements show an excellent understanding of the foundation of this unit and a strong capability to transform the theories into intellectual contributions.	2.5
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
Use of suitable references and application of the APA style of referencing	No submission or minimal work done.	Used limited references, some of which from academic journals or conference publications.	Used a minimum of 10 references, 5 of which from academic journals or conference publications.	Used a minimum of 10 references, 5 of which from academic journals or conference publications. The references are relevant.	Used a minimum of 10 references, 5 of which from peer reviewed academic journals or conference publications. The references are relevant and are published in the past 10 years.	Used a minimum of 10 references, 5 of which from peer reviewed academic journals or conference publications. The references are relevant to the project idea and client organisations' industry and are published within the past 10 years.	2.5
	No submission or minimal work done.	The referencing style does not follow the American Psychological Association (APA) style of referencing or missing some essential elements.	The referencing style follows the American Psychological Association (APA) style of referencing	The referencing style follows the American Psychological Association (APA) style of referencing	The referencing style clearly follows the American Psychological Association (APA) style of referencing.	The referencing style clearly follows the American Psychological Association (APA) style of referencing.	
	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	
	References should be arranged in alphabetical order.						
Optional Task - Engagement Task	<2.0	2.0 - 2.4	2.5 - 2.9	3.0 - 3.4	3.5 - 3.9	4.0 - 5.0	