Marking rubric for Project proposal including background research summary

Intended audience: The Project proposal including background research summary assignment would be written for an audience consisting of a panel of people who are deciding if they will approve your project for execution. You need to provide confidence to the panel that you have a good chance of completing the project and "*you know what you are doing*"!. You need to assume that the panel does not know much about your project. (In a real-life situation, financial considerations would be crucial, but as a student project here, you do not have to discuss financial considerations).

Introduction **(8)**	Introduce the project and the team. Briefly set the background for the project. Briefly introduce the report following and its structure. Briefly introduce the expected outcome of the project. The introduction should provide the reader with a good idea of what they can expect to read in the report and make it easy for them to focus their mind on the topic.
HD 80-100	Clear and succinct introduction, including all of the above, provides an excellent and accurate idea of what is expected in the report. Well written, and includes all relevant references where appropriate.
D 70 - <80	Clear and succinct introduction, including all or most of the above, providing a good idea of what can be expected in the report. Well written, and includes references.
C 60 - <70	Clear introduction, including many or some of above, providing some idea of what is expected in the report. Reasonably well written.
P 50 - <60	Reasonable attempt at introduction, including some or few above, providing some idea of what is expected in the report.
F <50	Not meeting P or higher above. Some marks will be given for the contents.

Background material section (literature review) **(15)**	The literature review provides the background for the project in more detail. You are expected to review relevant material (grey literature and academic literature as available) covering project management, methodology including software and hardware, material directly or closely relating to the specific project being undertaken. References must be 2 | P a g e properly cited and provided in the reference list in APA format (IEEE format is also acceptable).
HD 80-100	The literature review is based on 3 or more references per student on the team, covering all main relevant areas extensively. The literature review shows an excellent comparative analysis of researched material and includes discussion and conclusion in the students' own words. The content discussed is very relevant and relates well to the actual project. LR is NOT only a summary of material researched. The literature review is very well-written and organised. All relevant citations are provided. Overall shows an excellent understanding of the research undertaken in relation to the project.

D 70 - <80	The literature review is based on 3 references per student on the team, with good coverage of the main relevant areas. The literature review shows a good comparative analysis of researched material and includes discussion and conclusion in the students' own words. The content discussed is relevant and relates well to the actual project. LR is NOT only a summary of material researched. LR is well-written and organised. All relevant citations are provided. Overall shows a good understanding of the research undertaken in relation to the project.
C 60 - <70	The literature review is based on 2-3 references per student on the team, with reasonable coverage of the main relevant areas. LR shows elements of comparative analysis of researched material and a conclusion in the students' own words. The content discussed is generally relevant and relates well to the actual project. LR shows good organisation. Most relevant citations are provided. Overall shows an understanding of the research undertaken in relation to the project.
P 50 - <60	The literature review is based on 2 references per student on the team, with reasonable coverage of the main relevant areas. LR shows elements of comparative analysis of researched material and a conclusion in the students' own words. The content discussed is generally relevant and relates to the actual project. Citations are provided. Overall shows a patchy understanding of the research undertaken in relation to the project.
F <50	Not meeting P or higher above. Some marks will be given for content.

Project Management Plan **(40)**	The Project Management Plan section is one of the most important. It describes the plan you have made to deliver on your project and includes a scope statement, requirements discussion including a Requirement Traceability, team organisation, management of process, schedule and resources.
HD 80-100	*Scope*: Detailed scope statement showing in-scope and out-of-scope items. The scope statement will also show some consideration for high and low-priority items. *Requirements*: Detailed explanation of extensive list of requirement specifications including a good discussion of how requirements are obtained. And extensive Requirement Traceability Matrix. Includes detailed product acceptance criteria. *Organisation*: Detailed description of team organisation as roles and responsibilities of team members. *Management Process:* Detailed explanation of PM methodology used (Agile or predictive, or else?) with justification, tools used. Includes comprehensive discussion of Risk management and extensive Risk Register covering PM and Technical risk relating to Project execution.

	Schedule: detailed schedule as Gantt Chart, showing milestones and planning of major phases. *Resources*: A detailed list of resources, including technical and human. Above showing a clear understanding of overall project execution.
D 70 - <80	Scope: Good scope statement showing in-scope and out-of-scope items. Scope statement will also show some consideration for high and low priority items. *Requirements*: Explanation of good list of requirements, including brief discussion of how requirements are obtained, and good Requirement Traceability Matrix and acceptance criteria. *Organisation*: Description of team organisation as roles and responsibilities of team members. *Management Process*: Explanation of PM methodology used (Agile or predictive, or else?) with justification, tools used. Includes discussion of Risk Management and Risk Register covering PM and Technical risk relating to Project execution *Schedule*: Schedule as Gantt Chart, showing most milestones and planning of major phases. *Resources*: Good list of resources, including technical and human. Above showing a clear understanding of overall project execution.
C 60 - <70	*Scope*: Good scope statement showing in-scope and out-of-scope items. Scope statement will also show some consideration for high and low priority items. *Requirements*: Explanation of requirement specification including brief discussion of how requirements are obtained. And includes RTM. *Organisation*: Description of team organisation as roles and responsibilities of team members. *Management Process:* Explanation of PM methodology used (Agile or predictive, or else?) with justification, tools used. Discussion of Risk Management and includes a reasonable risk register *Schedule*: Schedule as Gantt Chart, showing most milestones and planning of phases. *Resources*: Good list of resources, including technical and human. Above showing a clear understanding of overall project execution.
P 50 - <60	*Scope*: Some scope statement showing in-scope. *Requirements*: Explanation of requirement specification including a brief discussion of how requirements are obtained with a risk register showing

	minimal requirement traceability matrix. *Organisation*: Description of team organisation as roles and responsibilities of team members. *Management Process:* Explanation of PM methodology used (Agile or predictive, or else?) with justification, tools used. Some discussion of risks. *Schedule*: Schedule as Gantt Chart, showing some milestones and/or planning of phases. *Resources*: Good list of resources, including technical and human. Above showing a clear understanding of overall project execution.
F <50	Not meeting P or higher above. Some marks will be given for content.

External Design **(5)**	The external design is derived from the Concept and Design assignment submitted earlier. It is included here mostly for the completeness of the report. You may adapt the Concept and Design content, or summarise and refer back to your previous assignment submission. The External Design part will mainly show how the project “faces” the external world, ie: via a UI or clear API.
HD 80-100	Clear and relevant explanation of how the software/system being developed will interact with a human user (UI) or another application or parts of an application (API). Excellent presentation of diagrams and/or text used. Excellent adaptation from the previous assignment and is not just a copy. OR good referencing to prev. assignment.
D 70 - <80	Good explanation of how the software/system being developed will interact with a human user (UI) or another application or parts of an application (API). Good use of diagrams and/or text used. Adapted from previous assignment and is not just a copy. OR good referencing to prev. assignment.
C 60 - <70	Shows a reasonable explanation of how the software/system being developed will interact with a human user (UI) or another application or parts of an application (API). Some diagrams and/or text used. Adapted from previous assignment and is not just a copy, or with some references to prev. assignment.
P 50 - <60	Some explanation of how the software/system being developed will interact with a human user (UI) or another application or parts of an application (API). Some diagrams and/or text used. Some adaptation from the previous assignment.
F <50	Not meeting P or higher above. Some marks will be given for content.

Methodology **(10)**	The Methodology section describes all that is required in terms of software and tools to develop the final software, and also all processing steps that may need to be undertaken. It should provide sufficient details of the processes undertaken in the project so that another person or team can follow the same processes and can reasonably expect to end with the same results.
HD 80-100	Detailed description of all software and tools used for the development of the final product, including but not limited to libraries, programming language, data storage and processing, etc. Clear and detailed explanation of steps to follow and full justification of decisions made.
D 70 - <80	A detailed description of all or most of the main software and tools used for the development of the final product, including but not limited to libraries, programming language, data storage and processing, etc. Good explanation of steps to follow and justification of decisions made.
C 60 - <70	A reasonable description of the main software and tools used for the development of the final product, including but not limited to libraries, programming language, data storage and processing, etc. A reasonable explanation of steps to follow, but requiring some more detail.
P 50 - <60	Description of software and tools used for the development of the final product, including but not limited to libraries, programming language, data storage and processing, etc. Reasonable explanation of steps to follow and justification of decisions made. However, the description is incomplete and does not provide sufficient detail, and requires more explanation.
F <50	Not meeting P or higher above. Some marks will be given for content.

Test Planning **(5)**	The Test Planning need not be too detailed at this stage. This to show that the team has taken into consideration the need for testing and has considered testing in the overall project execution schedule.
HD 80-100	Shows an excellent understanding of all the main areas where testing of the product will be undertaken and what will be tested. A realistic schedule for testing and planning is shown, as well as consideration for resources that may be required (time, people and technical resources).
D 70 - <80	Shows a good understanding of the main areas where testing of the product will be undertaken and what will be tested. A reasonable schedule for testing and planning is shown, as well as consideration for most of the resources that may be required (time, people and technical resources).
C 60 - <70	Shows an understanding of areas where testing of the product will be undertaken and what will be tested. Some consideration to schedule for testing and planning is shown, as well as consideration for some

	resources that may be required (time, people and technical resources).
P 50 - <60	Shows an understanding that testing will need to be undertaken at some stage during the project execution. Some schedule and detail of process, and resources required are provided.
F <50	Not meeting P or higher above. Some marks will be given for content.

Conclusion **(5)**	The conclusion ends the report and sums up all the important points.
HD 80-100	Clearly and succinctly written, recapping all the major points presented earlier. Clearly related to the project, project management, methodology etc. Logical presentation and coherent.
D 70 - <80	Clearly and succinctly written, recapping the points presented earlier. Relates well to the project, project management, methodology etc. Logical presentation and coherent..
C 60 - <70	Well written, recapping most of the points presented earlier. Relates to most of the project ideas, project management, methodology etc. Logical presentation and coherent..
P 50 - <60	This shows an attempt to recap most of the points presented earlier. Relates to some of project, project management, methodology etc. Logical presentation and coherent.. providing some idea of what expected in the report.
F <50	Not meeting P or higher above. Some marks will be given for content.

Style and Presentation **(5),** including Front Cover **(2)** and References **(5)**	
HD 80-100	Excellent consistent formatting (fonts, appropriate indentation, line and paragraph spacing, excellent use of white space), section headings and subheadings and consistent numbering, relate well to ToC. Excellent English (spelling and grammar), easy to read. Diagrams are clear, labelled and numbered and referred correctly in the main text. The whole content reads well and is very easy to understand. The front cover includes all required info: Assignment title, Project name, list of authors, submission date, and word count. References are to be provided in the correct APA format. Citation for all references must be included.
D 70 - <80	Consistent formatting (fonts, line and paragraph spacing, good use of white space), section heading and consistent numbering relate to ToC.

	Good English, easy to read. Diagrams are clear, labelled numbered and referred to in the main text. The front cover includes all required info: Assignment title, Project name, list of authors, submission date, and word count. References in correct formatting.
C 60 - <70	Reasonably consistent formatting, with some imperfections (fonts, line and paragraph spacing, use of white space), section heading and consistent numbering, relates ToC. Good English, few mistakes. Diagrams are labelled and numbered. The front cover includes all required info: Assignment title, Project name, list of authors, submission date, and word count. References in correct (APA) or near correct formatting.
P 50 - <60	Plain formatting, some use of section heading and section numbering. Reasonably good English, although improvements are needed. The front cover includes the Assignment title, Project name, list of authors, submission date, word count. References are provided but have formatting issues.
F <50	Not meeting P or higher above.

References **(5)**
References can be in APA (or IEEE format is also acceptable)