



Project ID:

Client Organisation Name:

Student Names:

Key criteria for this assessment	Comments
Demonstrates an understanding of the motivation for the project, and how the deliverables will add value to the organisation. <ul style="list-style-type: none"><li>• Background</li><li>• Risks</li><li>• Project Evaluation Criteria</li></ul>	
Provides a detailed description of the project, including outlining the project scope and deliverables. <ul style="list-style-type: none"><li>• Project Description</li><li>• Project Scope</li><li>• Deliverables</li></ul>	
Includes an outline of how the project will be managed. <ul style="list-style-type: none"><li>• Implementation Plan</li><li>• Communications Plan</li><li>• Budget</li></ul>	
A clear identification of all stakeholder roles and responsibilities. <ul style="list-style-type: none"><li>• Team Member Roles and Responsibilities</li><li>• Project Stakeholders</li></ul> A detailed specification of the timeline for the project. <ul style="list-style-type: none"><li>• Schedule</li></ul>	
Effective use of language including grammar, typographical accuracy, correctness and flow between topics. Appropriate formatting, as guided by the template.	
<b>Summary Comment</b>	