Project Report Rubric

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| **Introduction/Project Charter** | **Proficient-6**  Need being addressed, problem definition, proposed solution, and deliverable are clearly defined. Clearly identifies who will benefit from the project and how including economically and adding capacity to organization. | **Basic-3**  Need being addressed, problem definition, proposed solution, and deliverable are ambiguous. Somewhat identifies who will benefit from the project and/or how including economically and adding capacity to organization. | **Unacceptable-1**  Need being addressed, problem definition, proposed solution, and deliverable are not identified. Does not identify who will benefit from the project and/or how including economically and adding capacity to organization. |
| **Design Documentation** | **Proficient-12**  Design documentation is complete for all tasks performed during semester, and is user-friendly. | **Basic-6**  Design documentation is complete for most tasks performed during semester, or is ambiguous. | **Unacceptable-1**  Design documentation is not complete for all tasks performed during semester, and is ambiguous. |
| **Semester Documentation** | **Proficient-6**  Semester goal, timeline, task descriptions, budget and summary of semester progress are well connected and articulated. | **Basic-3**  Semester goal, timeline, task descriptions, budget and summary of semester progress are poorly connected and not clearly articulated. | **Unacceptable-1**  Semester goal, timeline, task descriptions, budget and summary of semester progress are poorly connected and not clearly articulated. |
| **Transition Report**  **(if applicable)** | **Proficient-8**  Proposed timeline and description with milestones are SMART. Task descriptions are provided for all tasks and are SMART. | **Basic-4**  Proposed timeline with description or milestones are not SMART. Task descriptions are provided for all tasks and are not SMART. | **Unacceptable-1**  Proposed timeline and description with milestones are not SMART. Task descriptions are not provided some tasks and/or not SMART. |
| **Semester Progress** | **Proficient-6**  Accomplished the semester goal and at least 80% of the semester tasks. | **Basic-3**  Accomplished the semester goal or between 80% and 50% of the semester tasks. | **Unacceptable-1**  Did not accomplish the semester goal and less than 50% of the semester tasks. |
| **Spelling and Grammar** | **Proficient-2**  No spelling or grammar errors | **Basic-1**  Few spelling and/  or grammatical errors | **Unacceptable-0**  Obvious spelling and/or grammatical errors. |

**Notes:**