**Rubric for Decision Support Tool**

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| --- | --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** | **4** |
| **Use of VBA** | -No use of VBA  -Functions do not work  -Incomplete | -Little to no use of VBA  -Most functions are unnecessary  -Most functions do not work | -Moderate use of VBA  - Some functions are unnecessary  -Some functions work | -Use of VBA  -Only use functions learned in class  -Some functions are unnecessary  -Most functions work | -User forms, buttons, more advanced tools than learned in class  -Use of VBA improves functionality |
| **Functionality** | -Not functioning  -Issue addressed does not improve the efficiency of project completion  -Many bugs | -The tool is somewhat functional  -Issue addressed somewhat improves the efficiency of the project completion  -Some bugs | -The tool is moderately functional  -Issue addressed makes the project completion moderately efficient  -Some bugs | -The tool is mostly functional  -Issue addressed makes project completion efficient for the most part  -little to no bugs | -The tool functions as advertised  -Issue addressed makes project completion more efficient  -No bugs |
| **Developer Manual (within code or separate manual)** | -No developer manual | -Code is not organized and few comments provided  -not easy to follow | -Code does not provide many comments  -not easy to follow | -Code is clear and organized  -Relatively easy to follow | -Code is very clear and organized  -Easy to follow |
| **User Manual** | -No user manual provided | -Disorganized and not user friendly  -No visuals provided  -Offers no solutions to common problems | -Somewhat easy to follow  -Some use of visuals  -Visuals are somewhat relevant  -Offers no solutions to common problems | -Easy to follow  -Organized  -Some use of visuals  -Visuals are somewhat relevant  -Shows some solutions to problems, but limited | -Easy to follow  -Organized  -Use of relevant visuals  -Shows alternate solutions to problems |
| **Aesthetics** | -Not appealing  -Lack of colour  -Non-uniform font |  | -Somewhat appealing  - minimal use of colour |  | -Visually appealing  -Clear colour scheme  -Uniform font |
| **Organization of DST** | -Very cluttered  -Unable to navigate | -Navigation of tool is not possible without the use of a manual  -Layout of tool is messy  -All irrelevant information is left in tool | -Navigation of tool is possible with use of manual  -Layout of tool is not as organized | -Navigation of tool is clear  -irrelevant information is left on spreadsheet | -Navigation of tool is simple and clear  -Irrelevant information is kept hidden from user |

**Total: /24 Marks**

**Slide Deck Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** | **4** |
| **Organization and Visuals** | - Very disorganized  - No use of visual aids  - Plain slides and a lot of blank space | - Disorganized slides  - Little use of visual aids  - Little effort making slides visually appealing | - Organization is present, however can be greatly improved upon  - Visuals are present, however not all are relevant  - Slides are formatted with a theme | - Organization done well  - visuals are present and relevant to aid presentation  - Slides are formatted with a visually appealing theme | - Exceptional organization of information and flow of presentation seen  - All visuals are relevant and aid presentation  - Slides are formatted with visually appealing theme |
| **Information on slides** | - Little to no information on slides  - Unclear presentation topic  - Information is irrelevant to topic of presentation | - Contains some information, mostly irrelevant  - Has slide titles indicating topic of presentation | - Contains relevant information, however is vague  - Clear presentation topic is stated and point of the DST is conveyed | - Mostly relevant information  - Points are clear and reflect the topic of the presentation  - Presentation topic is clear and conveyed well | - Contains only relevant information in slides  - Words in are clear and well thought (no extra ‘filler words’)  - Clear presentation topic conveyed at the beginning and is carried through the slides |
| **Grammar** | - Lots of spelling mistakes | - Some spelling and grammar mistakes | - Some spelling and grammar mistakes | - Little grammar and spelling mistakes | - No grammar or spelling mistakes |

**Total: /12 Marks**

**Project Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** | **4** |
| **Work Term Guidelines** | - Does not use Department of Management Science Work Term Report Guidelines | - Minimal effort to follow Department of Management Science Work Term Report Guidelines | - Follows Department of Management Science Work Term Report Guidelines but has mistakes | - Follows the Department of Management Science Work Term Report Guidelines well with few mistakes | - Accurately follows the Department of Management Science Work Term Report Guidelines |
| **Organization** | - No table of contents present  - Information is not categorized | - Table of contents is minimal and does not correspond with document  - Information is not categorized into headings | - Table of contents is present but not well structured  - Information is only broken down to large subheadings | - Table of contents is clear  - Information is broken down well | - Table of contents is clear and document is easy to navigate  - Information is broken down logically when necessary  - Order of content flows logically |
| **Content/ Information** | - No relevant information is written | - Report has minimal information  - Information does not reflect on tool | - Report has most information but  could reflect the deliverable using greater detail | - Report contains relevant information  - Information mostly reflects the deliverable | - Report contains all relevant information with details  -Information reflects the deliverable |
| **Grammar** | - Many spelling mistakes present  - Many grammatical errors within sentences present  - Sentences are poorly structured  - Little to no organization of sentences | - Many spelling mistakes present  - Many grammatical errors within sentences present  - Sentences are not well organized | - Some spelling mistakes present  - Some grammatical errors within sentences present  - Sentences could be better organized | - Little to no spelling mistakes  - Most sentences are grammatically correct  - Sentences are well organized | - No spelling mistakes  - All sentences are grammatically correct  - Sentences are well organized and structured logically |

**Total: /16 Marks**