

## Practice Project Charter Feedback Rubric

	Poor	Good	Excellent
<b>Purpose</b>	Simple statement but doesn't explain what will be produced. <b>OR</b> Overly complex statement. <b>OR</b> Left empty/not completed.	Simple but somewhat vague statement to explain what the project will produce.	Simple and clearly written statement to explain what the project will produce linked to the goals.
<b>Description</b>	Same wording as the purpose statement or doesn't describe what the project will accomplish. <b>OR</b> Left empty/not completed.	Describes more about what the project will accomplish (ex: the learning from the course) than the purpose statement, but somewhat vague.	Clear description of what the project will accomplish (ex: what learning will be achieved) as well as clear project boundaries and linked to the project purpose.
<b>Objectives</b>	The objectives are not measurable (they are subjective) and don't include a target % grade. <b>OR</b> Left empty/not completed.	The objectives are measurable but don't cover a full range of deliverables.	The objectives follow the SMART technique and cover the range of deliverables for successful completion of the course along with a target % grade and due date.
<b>Requirements</b>	The requirements don't provide any additional detail beyond the objectives and don't include details on the course elements. <b>OR</b> Left empty/not completed.	The requirements provide some additional details beyond the objectives, but doesn't cover the full range of course elements.	The requirements provide details that match the objectives including what needs to be done to be successful and covers the graded elements, reading, videos, discussions, quizzes, and assignments.
<b>Milestones</b>	Milestones are minimal or too high level. No detail provided. <b>OR</b> Left empty/not completed.	Milestones are provided but are more general and not detailed out week-by-week.	Milestones include major deliverables for each week the learner plans to work on the course.
<b>Resources</b>	Resources don't include persons (including self and instructor) required, materials or budget. <b>OR</b> Left empty/not completed.	Resources include the student and instructor but lack details around materials or budget needed.	Resources include persons required (student, instructor and edX at minimum), materials (such as edX materials), budget, and any additional support needed.
<b>Risks</b>	Risks don't include most of the categories mentioned in the rubric good/excellent description. Risks don't clearly describe the project impact. <b>OR</b> Left empty/not completed.	Risks cover most of the categories of schedule, budget, technical, organizational, and external. Most risks clearly describe the project impact.	Risks cover schedule, budget, technical, organizational, and external categories and are clearly written to describe the project impact.

	Poor	Good	Excellent
<b>Stakeholders</b>	Stakeholders are missing the student as Project Manager and does not list the instructor. <b>OR</b> Left empty/not completed.	Stakeholders include the student as Project Manager, the instructor, and Sponsor at a minimum.	Stakeholders include the student as Project Manager, the instructor, edX, and Sponsor at a minimum, plus any additional persons that were mentioned in the resources section.
<b>Approval Requirements and Exit Criteria</b>	Success criteria are missing. <b>OR</b> Approver name is missing. <b>OR</b> Left empty/not completed.	Success criteria includes final grade achievement and student as approver name listed at a minimum.	A list of the criteria that must be met to consider the project a success (final grade achievement & learning achieved) and the name of the person(s) who approves that the criteria have been met (student and Sponsor).