**Project Proposal**

**For**

Quirkboard

|  |  |
| --- | --- |
| **Instructor:** | Marcello Balduccini |
| **Team Members:** |  |
| **Cycle:** | 1 |
| **Date Submitted:** |  |

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**Grading Rubric – Project Proposal**

This rubric outlines the grading criteria for this document. Note that the criteria represent a plan for grading. Change is possible, especially given the dynamic nature of this course. Any change will be applied consistently for the entire class.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Achievement** | **Minimal** | **Exemplary** | **Pts** | **Score** |
| **Content** | Section(s) missing, not useful, inconsistent, or wrong. | Provides all relevant information correctly and with appropriate detail |  |  |
| Project |  |  | 30 |  |
| Team |  |  | 10 |  |
| Timeline |  |  | 30 |  |
| **Grammar and Spelling** | Many serious mistakes in grammar or spelling | Grammar, punctuation, and spelling all correct | 10 |  |
| **Expression** | Hard to follow or poor word choices | Clear and concise. A pleasure to read | 10 |  |
| **Tone** | Tone not appropriate for technical writing | Tone is consistently professional |  |  |
| **Organization** | Information difficult to locate | All information is easy to find and important points stand out | 10 |  |
| **Layout** | Layout is inconsistent, visually distracting, or hinders use | Layout is attractive, consistent, and helps guide the reader |  |  |
| **Late Submission** |  |  |  |  |
| **Total** |  |  | 100 |  |

**Project Proposal**

This report documents the initial definition of the project. It includes an abstract and project overview. It also includes a summary of issues related to the project and to the team.

**Project**

## **Project Name:**

## **Abstract**

## **Project Deliverables**

## **Resources**

## **Expertise**

**Team**

## **Team Members and Roles**

Figure 1, below, identifies all the team members and the initial role assigned to each person.

|  |  |
| --- | --- |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Figure 1 - Team Members and Roles**

**Timeline**

The figure below shows the initially identified set of activities for this cycle.

< Insert your Gantt chart here>

**Figure 2 – Project Timeline**