Milestone 4 Rubric

* DIVISIONS (see below chart for more detailed breakdown):
  + Activity Tracking Report /8 marks
  + Project Log / 8 marks
  + PowerPoint Presentation / 10 marks
  + Project Report /85 marks
  + Decision Support Tool /52 marks
* DEDUCTIONS:
  + Late Submission – 5 marks
* TOTAL: /163 marks

Activity Tracking Report Rubric

**Marking Scheme (out of 8 marks):**

* Organized data into appropriate sections *(2 marks)*
* Data is clear, report is labeled appropriately and easy to follow *(2 marks)*
* Data is filled with the appropriate amount of detail, all activities done are recorded and it is filled in chronologically *(2 marks)*
* Status of activities is included in the tracking report (complete or incomplete) *(1 mark)*
* Names of group members who completed a certain activity is included *(1 mark)*

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| *Mark Boundary* | *Description* |
| *0-2* | * *Little to no effort put into creating tracking report* * *Unclear, hard to navigate through different activates* * *Not filled in chronologically, no status of activity or names of group*   *members responsible for certain activity* |
| *3-4* | * *Little to moderate effort put into creating tracking report* * *Slightly clear, still troubles navigating different activities* * *1 of the following is included (filled in chronologically, status of*   *activity or names of group members responsible for certain activity)* |
| *5-6* | * *Moderate effort put into creating tracking report* * *Clear, still slight difficulties navigating through different activities* * *2 of the following are included (filled in chronologically, status of*   *activity or names of group members responsible for certain activity)* |
| *7-8* | * *High effort put into creating tracking report* * *Very clear, no troubles navigating through different activities* * *3 of the following are included (filled in chronologically, status of*   *activity or names of group members responsible for certain activity)* |

Project Log Rubric

**Marking Scheme (out of 8 marks):**

* Organized data into appropriate sections *(2 marks)*
* Data is clear, different logs are labelled appropriately and easy to follow *(2 marks)*
* Logs are filled with sufficient detail, all project related activates are recorded and filled in chronologically *(3 marks)*
* Time of each log is recorded *(1 mark)*

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| *Mark Boundary* | *Description* |
| *0-2* | * *Little to no effort put into creating tracking report* * *Unclear, hard to navigate through different logs* * *Not filled in chronologically, no names of group members*   *participating for certain log* |
| *3-4* | * *Little to moderate effort put into creating tracking report* * *Slightly clear, still troubles navigating different logs* * *1 of the following is included (filled in chronologically,*   *names of group members participating for certain log)* |
| *5-6* | * *Moderate effort put into creating tracking report* * *Clear, still slight difficulties navigating through different*   *logs*   * *1 of the following is included (filled in chronologically,*   *number of group members participating for certain log)* |
| *7-8* | * *High effort put into creating tracking report* * *Very clear, no troubles navigating through different*   *activities*   * *2 of the following are included (filled in chronologically,*   *names of group members participating for certain log* |

PowerPoint Presentation Rubric

**Marking Scheme (out of 10 marks):**

* Clear structure (*2 marks)*
* Tool Purpose Listed: List of problems that the tool addresses (*2 marks)*
* Visual appeal (*1 mark)*
* Professional: no spelling errors, each slide does not contain too much text (*2 marks)*
* Slides for describing Key Functions of the Tool: Clear, Concise, Easy to Understand *(2 marks)*
* Total Content can be presented in under 5 minutes (1 mark)

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| *Mark Boundary* | *Description* |
| *0-2* | * *Little to no effort put into creating PowerPoint* * *Unclear slides, slides are not in an organized manner* * *Numerous spelling errors* * *Key content missing (description of tool function, tool purpose, etc.)* |
| *3-4* | * *Little to moderate effort put into creating PowerPoint* * *Slightly clearer slides, some slides are organized* * *3-5 spelling errors* * *Some key content missing (description of tool function, tool purpose, etc.)* |
| *5-7* | * *Moderate effort put into creating PowerPoint* * *Slides are fairly straightforward and organized* * *1-2 Spelling errors present* * *Only 1-2 content missing (description of tool function, tool purpose, etc.)* |
| *8-10* | * *High effort put into creating PowerPoint* * *Slides are very straightforward and organized* * *No spelling errors present* * All key content present *(description of tool function, tool purpose, etc.)* |

Project Report Rubric

**Marking Scheme (out of 85 marks):**

* Purpose. Clear portrayal of team/group goal. Purpose behind decision support tool is supported with logical reasoning. Identifies problem and how the tool solves it. (10 marks)
* Organization. Written in proper project report format and separated into appropriate sections. Project content is clear, concise, and easily navigated. Readers can understand the intent of all text and content. (20 marks)
* Appropriate information is contained in the report. Information/data regarding the decision making Tool is contained in the report. (30 marks)
* Grammar/language is clear, concise, and professional. Use of language accurately depicts the information. (10 marks)
* Report has proper citations and references. (5 marks)
* Report follows work term report guidelines. (10 marks)

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| **Mark Boundary** | **Description** |
| **0-21** | * Seemingly little to no effort put in the creation of the project report * Unclear purpose and reasoning for the tool * Language is nonsensical * Very disorganized * Does not follow rules and guidelines |
| **22-43** | * Some effort is observed * Ambiguous reasoning behind tool * Necessary content is missing * Rules and guidelines are not met |
| **43-63** | * Effort is observed * Purpose and aim of project is apparent * Report is understood with moderate organization * Necessary content is contained * Rules and guidelines are met |
| **64-85** | * Evident high effort in creation of project report * Clear problem analysis and reasoning for tool * Report is easily processed and understood due to excellent   organization   * All necessary content is included * Follows all rules and guidelines |

Decision Support Tool (DST) Rubric

**Marking Scheme (out of 52 marks):**

* ***User Interface (20 marks)***
* Clearly labeled buttons ***(3)***
* *-1 for every unclear button, up to a max of 3*
* User Forms used are easy to understand and effective ***(15)***
* *Purpose is conveyed through user manual, captions, labels etc.*
* *-1 for every UserForm that is unclear, up to a max of 5*
* *-1 for every UserForm that fails to perform task, up to a max of 5*
* Visually appealing, effort has been put into “making it pretty” ***(2)***
* ***Functionality (32 marks)***
* All buttons, hubs and reports perform tasks as described ***(10)***
* ***-****1 for every faulty component of the tool, up to a max of 10*
* Has User Forms for input of data, all User Forms perform tasks as described ***(5)***
* *-5 if no User Forms are used*
* *-1 for every faulty User Form, up to a max of 3*
* Comments within the code are clear and concise. ***(6)***
* ***-****1 for every line of missing comments, up to a max of 3*
* **-***0.5 for every comment that is not clear, concise or useful, up to a max of 3*
* Tool is well thought out and accounts for user errors ***(6)***
* *-1 mark for every instance where user errors could have been avoided, up to max*

*of 5*

* Users can easily see why the tool would be beneficial ***(5)***
* *-0.5 mark for functions that do not contribute to “decision making”, assigns tasks, scheduling, up to a max of 5*
* *-2 marks if not tailored for general purpose use*

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| ***Mark Boundary*** | ***Description*** |
| ***0-12*** | * *Little to no effort put into tool, no visual appeal and looks*   *unprofessional*   * *Unclear, hard to navigate through DST, buttons not clear/not*   *labeled. User manual not included*   * *Lacking functionality, code is faulty/not complete (missing*   *comments and citations)* |
| ***13-26*** | * *Little to moderate effort put into creating the DST, has some visual*   *appeal*   * *User manual provides little assistance, not all buttons are*   *clear/labeled, some difficulty navigating the DST*   * *Half of the code is working and some comments and/or citations are*   *included.* |
| ***27-45*** | * *Moderate to high effort put into the DST, looks like a complete*   *product*   * *User manual is provided and gives the user a good understanding*   *of the tool. User Forms have clear instructions and buttons are clear and functioning.*   * *Code is functioning with very little bugs, comments are complete*   *and citations follow proper format.* |
| ***46-52*** | * *Very high effort put into creating the DST. Very aesthetically*   *pleasing, looks professional, polished and well thought out.*   * *User Manual, User Forms and all captions/labels are clear. User*   *can navigate the tool flawlessly with full understanding of its functions*   * *Code contains 1 or 2 bugs, comments are complete and meaningful.*   *Citations are properly formatted.* |