

## **Project Communication**

### **Project Definition Document**

The Project Definition provides the background for the project, the high-level scope/requirements for the project, and identifies what measurable results will be used to determine the success of the project.

**Project Scenario** – Provide the background for the project and the purpose of the project. The project scenario basically describes why the project exists.

**Scope** – Designate the boundaries of the project. Identify high-level functionality that the project will deliver. Identify any questions or outcomes that the project will address.

**Success Criteria** – List measurable, verifiable results that will determine the success of this project. Five or six good success criteria that cover the scope of the project usually suffice.

	<b>Advanced</b>	<b>Proficient</b>	<b>Developing</b>	<b>Beginning</b>
<b>Planning</b>	Project scenario clearly described and includes appropriate background.	Project scenario is described.	Project scenario is stated.	n/a
	Project scope is clearly described.	Project scope is stated.	Project scope is not clear.	n/a
	Range of appropriate criteria for evaluating the success of the project.	Some appropriate success criteria provided.	No appropriate success criteria provided.	n/a
<b>Presentation</b>	Structure is clearly appropriate and aids understanding.	Weakness in the structure does not impact understanding.	Weakness in the structure impacts understanding.	n/a
	Layout considerations are present and aid understanding.	Weakness in the layout does not impact understanding.	Weakness in the layout impacts understanding.	n/a
	No spelling or grammar errors.	No spelling errors.	Some spelling errors.	n/a
	Citations and bibliography (if needed) are present and correctly formatted.	Citations and bibliography (if needed) are present.	Some citations present (if needed).	n/a

## Project Evaluation Document

The Project Evaluation provides a high-level evaluation of the effectiveness of the project, provides an evaluation of the project against each of the success criteria previously identified, and recommends future improvements.

**Effectiveness** – Fully evaluate whether the project effectively fulfills the purpose previously identified within the project scenario component of the Project Definition.

**Success Criteria** – Fully evaluate whether the project meets each of the success criteria, providing a description and evidence.

**Improvements** – Identify and describe recommended improvements that are justified by their benefits and are realistic in scope.

	Advanced	Proficient	Developing	Beginning
<b>Evaluation</b>	Project effectiveness is fully evaluated.	Project effectiveness is evaluated.	Project effectiveness is stated.	n/a
	Project is fully evaluated against the success criteria, including evidence.	Project is evaluated against the success criteria.	Project is partially evaluated against the success criteria.	n/a
	Recommended improvements are described, justified, and are realistic.	Recommended improvements are described and largely realistic.	Recommended improvements are stated.	n/a
<b>Presentation</b>	Structure is clearly appropriate and aids understanding.	Weakness in the structure does not impact understanding.	Weakness in the structure impacts understanding.	n/a
	Layout considerations are present and aid understanding.	Weakness in the layout does not impact understanding.	Weakness in the layout impacts understanding.	n/a
	No spelling or grammar errors.	No spelling errors.	Some spelling errors.	n/a
	Citations and bibliography are present and correctly formatted.	Citations and bibliography are present.	Some citations present.	n/a

## Project Presentation

The purpose of the Project Presentation is to convey the results of a project to the audience. Results can include software deliverables, discoveries, conclusions, and personal learnings. To effectively convey the results, the presentation must educate the audience in the project definition and the process used to achieve the results. The best presentations tell a story.

**Explanation** – The content should be presented in a clear, concise, and logical manner, and all content should contribute to the presentation’s purpose. The audience should easily follow the line of reasoning because content and explanations are geared towards the specific audience.

**Organization** – The content should be presented in a logical order. Start with an introduction, step through the content, end with a conclusion, and transition between each of them.

**Visual Aids** – Any text, graphics, or animation should enhance the audience’s understanding of the material.

**Delivery** – Speak clearly with appropriate pacing and volume, avoid filler words, look at the audience, and be poised and confident.

**References** – Outside sources need to be cited in a manner that fits with the visual aids. This could be on the slide where the reference is made or on a summary slide at the end of the presentation.

	Advanced	Proficient	Developing
<b>Presentation</b>	Content presented clearly, concisely, and logically; content fulfills purpose; line of reasoning is easy to follow; audience has clearly been considered.	Content presented somewhat clearly, concisely, and logically; content mostly fulfills purpose; line of reasoning is sometimes hard to follow; audience has been considered.	Content not presented clearly, concisely, and logically; content is extraneous or is missing; line of reasoning is hard to follow; audience has been partially considered.
	Introduction and conclusion are clear and effective; content is in a logical order; transitions are effective.	Introduction and conclusion are clear; content is in a logical order; some transitions are used.	Introduction and conclusion are not effective; content is not in a logical order; no transitions are used.
	Visual aids enhance understanding and add interest.	Visual aids sometimes enhance understanding.	Visual aids are not present or do not add to understanding.
	Speaking is articulate and strong; use of filler words is minimal; eye contact is established and effective; minimal nervous movements.	Speaking is mainly articulate; some use of filler words; eye contact is somewhat established; only some nervous movements.	Speaking is too fast or too soft; frequent use of filler words; minimal eye contact; many nervous movements.
	Citations and references are present and correctly formatted.	Citations and references are present.	Some citations present.