Team and Project Plan Rubric

Criteria	Ratings	Pts
Cover page	**Satisfactory (0 pts):** Cover page contains a title, task number, unit details and submission date. **Unsatisfactory (0 pts):** Cover page is missing information.	0
Acknowledgement	**Satisfactory (0 pts):** Statement is complete and appropriate. **Unsatisfactory (0 pts):** Statement is either incomplete or inappropriate.	0
Contribution	**Good (10 to >7.5 pts):** Contribution statement for individual indicates sufficient contribution to submission, and indicates balanced share of work. **Satisfactory (7.5 to >3.5 pts):** Contribution statement for individual indicates sufficient contribution to submission, however does not indicate balanced share of work. **Unsatisfactory (3.5 to >0 pts):** Contribution statement for INDIVIDUAL student is missing or indicates insufficient contribution to submission. Score may be negative for NON/LOW CONTRIBUTING STUDENT.	10
Team profile	**Good (5 to >3.0 pts):** A good description of skills and background knowledge. Honest about strengths and weaknesses. The table is complete. **Satisfactory (3 to >1.0 pts):** Contains high-level description of skills and background knowledge. Not a full picture of strengths and weaknesses. The table is complete. **Unsatisfactory (1 to >0 pts):** No or missing information, table is incomplete.	5
Team role	**Good (5 to >3.0 pts):** Justification provided for team role assignments. **Satisfactory (3 to >1.0 pts):** Team roles are assigned, not always well justified. **Unsatisfactory (1 to >0 pts):** No or missing information on assignments.	5
Teamwork plan	**Good (10 to >7.5 pts):** Detailed description of work process and communication protocols to be followed with a timeline. If any tools are to be used, those are listed and well justified. **Satisfactory (7.5 to >3.5 pts):** Very generic description of work process and communication. **Unsatisfactory (3.5 to >0 pts):** No or insufficient description.	10
Document management plan	**Good (5 to >3.0 pts):** Describes process and tools with justification. **Satisfactory (3 to >1.0 pts):** Describes process and/or tools without enough justification. **Unsatisfactory (1 to >0 pts):** No or insufficient information.	5

Criteria	Ratings	Pts
Risk management plan	**Good (10 to >7.5 pts):** Common team-related risks are identified and a mitigation plan is described in detail. **Satisfactory (7.5 to >3.5 pts):** Some risk are identified with some mitigation plans - missing common/obvious risks. **Need improvement (3.5 to >0 pts):** No or insufficient information.	10
Problem Statement	**Good (5 to >3.0 pts):** The problem is understood well from the response, the aim, purpose and objectives are clear. **Satisfactory (3 to >1.25 pts):** The problem is understood well from the response. However, the aim, purpose and objectives are not very clear. **Need improvement (1.25 to >0 pts):** It is a very high-level summary, gives the initial idea, but the problem is not well understood; either problem statement or the aim, purpose, and objectives are not clear.	5
Scope	**Good (5 to >3.0 pts):** A clear description of what is inside and outside of the scope. **Satisfactory (3 to >1.0 pts):** It is very clear what is within the scope; however, what is outside of the scope is not very clear. **Need improvement (1 to >0 pts):** Not full in-scope list nor full out of scope list.	5
Stakeholder	**Good (5 to >3.0 pts):** Listed all internal and external stakeholders with respective descriptions. **Satisfactory (3 to >1.0 pts):** Listed all internal and external stakeholders - without any descriptions. **Need improvement (1 to >0 pts):** Listed some stakeholders with some descriptions, some are missing.	5
Requirements	**Good (10 to >7.5 pts):** Listed each requirement that can known at this stage, Deep insight into requirement collections (more than obvious ones). Requirements contain more than functional requirements only. **Satisfactory (7.5 to >3.5 pts):** All obvious requirements are listed, some more requirements than the functional ones only. Deep insight is missing in requirement collection. **Need improvement (3.5 to >0 pts):** Very high level requirements, no deep insight at all.	10
Solution approach	**Good (10 to >7.5 pts):** The level of detail known at this stage had been presented in full with supporting attributes where necessary. It is evident that alternative approaches have been reviewed and compared in detail. **Unsatisfactory (7.5 to >3.5 pts):** The solution approach is clear from the description. However, supporting attributes are missing. Little evidence of research on alternative approaches. **Need improvement (3.5 to >0 pts):** Not a clear direction for the solution approach, very high level overview.	10

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Product backlog	**Good (10 to >7.5 pts):** Backlog contains all deliverable items with business value dependency and sprint allocations. Excellent insight in listing backlog items. **Satisfactory (7.5 to >3.5 pts):** backlog contains all major items with business value, dependency and tentative sprint allocations. **Need improvement (3.5 to >0 pts):** Backlog is incomplete, missing information on business value, dependency and sprint allocations.	10
Quality Plan	**Good (10 to >7.5 pts):** The quality expectations are clearly described with measurable attributes. The testing and other QA activities are logical to achieve the quality expectation (can be given as definition of done). **Satisfactory (7.5 to >3.5 pts):** The quality expectations are described however, not with measurable attributes at all instances. The testing and other QA activities are logical to achieve the quality expectation. **Need improvement (3.5 to >0 pts):** The quality expectations are very high level and do not reflect any specific measurements; the testing plan is also incomplete.	10
Total Points:		**100**