FIT3048 Implementation Plan Draft Assessment

HD Excellent Reflects the highest level of performance, beyond what is required	D Good Reflects a mastery of what is required	C Average Basic understanding of what is required.	P Poor Reflects the beginnings of understanding what is required	N Unacceptable Fails to identify what is required
Introduction (10%)				
• Introduces what the report is and why it is important • • Well thought out, clear and succinct.	• Introduces what the report is and why it is important • • Well thought out and clear but perhaps a little wordy.	• Show development and movement toward a better introduction. • Some of the other introduction requirements • covered.	• Few introduction requirements covered. • Wordy, unclear introduction.	• Not thought through, badly written.
Implementation Plan – Tasks (70%)				
• Shows an excellent understanding of the tasks – has included all tasks required for implementation of the project. Well thought out and planned. • Task descriptions are accurate, comprehensive, clearly focused, well organised and logical. • Critical thinking obvious in thinking about constraints and environmental requirements. • Has a complete understanding of the role of the client in the Implementation phase. Critical thinking obvious in arrangement and organisation of activities and their descriptions.	• Shows a good understanding of the tasks required for Implementation – includes tasks from guidelines where appropriate and may include additional tasks if necessary. • Task descriptions are mostly accurate, comprehensive, clearly focused, organised and logical, showing some level of critical thinking. • Obvious understanding of the role of the client in the Implementation phase. Well thought out and planned for audience(client) Some critical thinking obvious in arrangement and organisation of activities and their	• Show a basic understanding of the tasks required for Implementation - includes tasks mentioned in the guidelines with little thought to their relevance or if additional tasks are required • Task descriptions demonstrate a basic understanding of the requirements for the client , but no critical thinking or analysis obvious. • Some understanding of the role of the Client in the Implementation phase. Consideration of audience(client) and how they will use it No critical thinking or	• Shows a superficial understanding of the tasks required for Implementation • Task descriptions are a little inaccurate and non-comprehensive. • A little understanding of the role of the Client in the Implementation phase. Has internal project team tasks in plan. Some thought for client use. Some activities missed. Lack of understanding of many dependencies.	• Shows no understanding of the tasks required for Implementation - tasks are inaccurate or missing completely. • Task descriptions are missing or are completely inappropriate • NO understanding of the role of the Client in the Implementation phase No thought as to how the client would use this. Many important activities missed. No understanding of dependencies

Obvious understanding of all dependencies among activities.	descriptions. Obvious understanding of most dependencies among most activities.	analysis obvious in arrangement and organisation of activities Obvious understanding of most dependencies.		

Implementation Impact (10%)

Shows an excellent understanding of these issues	Shows a good understanding of these issues	Show a basic understanding of these issues	Shows a superficial understanding of these issue	Shows no understanding of these issues.

Report Presentation (10%)

Printed reports includes all required components and follow the team's own formatting guidelines for layout (headings), spacing, alignment, headings, etc. Format and layout make the report professional, drawing attention to the content, and enhancing readability. Appropriate Business English used at all times in the document. Obvious understanding of the need of the client to be able to understand the Plan. Well-thought out Implementation Plan sign off facility Lean fewer than 4 pages	Almost all required components are included Formatting guidelines for layout, headings, spacing, and alignment are almost always followed. 1-2 problems in format and layout, but report is professional and readable. Appropriate Business English used almost always in the document. . Obvious understanding of the need of the client to be able to understand the Plan. Well-thought out Implementation Plan sign off facility Lean fewer than 5 pages	Most required components included. Formatting guidelines for layout, headings, spacing, and alignment are sometimes followed. Team's own standards are used but not completely. 3-4 problems in format and layout, but the report is easy to read. Appropriate Business English used sometimes in the document. Some thought given to facilitating the client being able to understand the Plan. Appropriate Implementation Plan sign off facility Lean fewer than 6 pages	Required components are mostly absent. Formatting is repeatedly inconsistent in layout, headings, spacing, and alignment, reducing readability and professional appearance Appropriate Business English hardly used at all in the document Little thought given to facilitating the client being able to understand the Plan. Poor Implementation Plan sign off facility Not Lean and irrelevant content	• Off-topic. • Formatting guidelines for layout, headings, spacing, and alignment are not followed, making the report unprofessional and / or hard to read. Appropriate Business English is not used at all in the document. NO thought given to facilitating the client being able to understand the Plan. No Implementation Plan sign off facility Not Lean and irrelevant content