

SCHOOL OF ENGINEERING AND TECHNOLOGY

CAPSTONE PROJECT 1 RUBRIC

Student Name: _____

Student ID: _____

Programme : _____

Project Title: _____

Examiner Name: _____

PLANNING DOCUMENT (70%)						
Performance Level	Level 1 (0-39%)	Level 2 (40-49%)	Level 3 (50-59%)	Level 4 (60-69%)	Level 5 (70-100%)	Marks Earned
INTRODUCTION (20%)	None or very weak overview of the proposed project. Almost none of the sub-topics (problem statement, objectives, scope of work, methodology, proposed outcome and timeline) are included.	Weak overview of the proposed project. Only a few of the sub-topics (problem statement, objectives, scope of work, methodology, proposed outcome and timeline) are included.	Adequate overview of the proposed project. Most of the sub-topics (problem statement, objectives, scope of work, methodology, proposed outcome and timeline) are included although not all are present.	Good overview of the proposed project. The problem statement, objectives, scope of work, methodology, proposed outcome and timeline are written reasonably well and presented in proper order.	Exceptional overview of the proposed project. The problem statement, objectives, scope of work, methodology, proposed outcome and timeline are written in a clear precise manner and presented in proper order.	
LITERATURE REVIEW (30%)	Either no introduction or one poorly or partially situates the reader in the context of the concern debate, or contention addressed in the review. Body of section includes few or no relevant citations to sources that support claims. Either discussion is not present, superficial or restates findings presented in sources cited. Either none or irrelevant implications are drawn from findings and its relation to the project direction. The section is not well organized. The review lacks clarity and logical flow, and has limited use of transitions and/or logical headings. The reference page is either absent or contains a partial bibliographic list of the sources cited with many errors/missing information.	An introduction that outlines the content, scope and organization of the review. Body of section includes some relevant citations to sources that support some claims made. Brief discussion that restates findings previously presented in the body and few general implications to the project. The section is somewhat well organized, flows logically, and includes transitions and logical heading. The reference page contains a bibliographic list of all sources of information cited with many errors/missing information.	An introduction that describes the content, scope and organization of the review. Body of section includes sufficient relevant citations to sources that critically substantiate most claims made. Discussion that summarizes the body of review, findings and some implication to the direction of the project. Section is quite well organized. The review has clarity, includes transitions, headings, and subheadings. The reference page contains a bibliographic list of the sources of information cited with some errors/missing information.	A well-articulated introduction that provides a clear, logical, and succinct description of content, scope, and organization of the review. Body of section includes citations to a range of sources that critically substantiate all major claims made. Discussion that summarizes the body of review, highlights some important findings and its implication to the direction of the project. Section is very well organized. The review has clarity, simplicity, parsimony, which includes clear transitions and systematic use of headings and subheadings. The reference page contains a bibliographic list of the sources of information cited with an odd error or two.	A well-articulated introduction that provides a clear, logical, and succinct description of content, scope, and organization of the review which draws the reader's attention to a central concern, debate or contention. Body of section includes citations to a range of reliable sources that critically substantiate and contextualizes all major claims made. Exceptional discussion that summarizes the body of review, highlights the most important findings (in your opinion) and its implication to the direction of the project. Section is very well organized. The review has clarity, simplicity, parsimony, which includes clear transitions and systematic use of headings and subheadings. The reference page contains a bibliographic list of the sources of information cited without any errors.	
METHODOLOGY (30%)	Textual description is provided about the overall view of the system/research study with the flow of information between components/stages missing or if present nonsensical. Graphical overview of system/research study is full of errors or does not correspond with textual description provided. A general description is provided to explain the methodology, tools and techniques used to design and build the final deliverable of the project. No documents are provided to support the execution of the project. If present, documents are full of errors and purpose and role of each document in the project is not stated.	Textual description is provided about the overall view of the system/research study with the flow of information between components/stages briefly stated. Graphical overview of system/research study corresponds to the textual description provided but with many errors. A general description is provided to explain the methodology, tools and techniques used to design, build and test some of the work products leading towards the final deliverable of the project. Few documents are provided to support specific stages of the project but documents are either incomplete or full of errors. The purpose and role of some of these document in the project is stated vaguely.	Textual description is provided for flow of information between components in the system/stages in the research study. Graphical overview of system/research study corresponds to the textual description provided with some errors. A general description is provided to explain the methodology, tools and techniques used to design, build, test, integrate, document and deliver work products throughout the project along with the relevant supporting documents. Most document provided are complete but contains a few errors. The purpose and role of some of these document in the project is briefly stated.	Graphical and textual description is provided for flow of information between components in the system/stages in the research study. Good description is provided for all methodologies, tools and techniques used to specify, design, build, test, integrate, document and deliver work products throughout the project along with the relevant supporting documents. All documents provided are well-drawn/well-written, and complete with an error or two. The purpose and role of each document in the project is stated clearly.	Graphical and textual description is provided for flow of information between components in the system/stages in the research study. Excellent description is provided for all methodologies, tools and techniques used to specify, design, build, test, integrate, document and deliver work products throughout the project along with the relevant supporting documents. All documents provided are well-drawn/well-written, complete and correct. The purpose and role of each document in the project is stated clearly.	

WORK PLAN & TIMELINE (20%)	Vague description of the work activities to be performed during the project and their resultant products. Duration for each activity is stated but not justified or supported in any way. The whole project schedule is poorly represented in the Gantt chart provided. Milestones and activities listed are missing or if present irrelevant to the project	General description of some of the work activities to be performed during the project and their resultant work products. Scheduled duration for some activity is supported by work decomposition for that particular activity. The whole project schedule is represented in the Gantt chart provided with few milestones and activities listed	General description of most work activities to be performed during the project and their resultant work products. Scheduled duration for most work activity is justified and supported by work decomposition that the particular activity requires. The whole project schedule, milestones and activity lists are depicted on the Gantt chart with some dependencies, predecessor or successor work activities denoted.	Good description of all work activities to be performed during the project, relationship among the activities and the resultant work products for each activity. Scheduled duration for each work activity is justified and supported by work decomposition that each activity requires. The whole project schedule, milestones and activity lists are depicted on the Gantt chart with most dependencies, predecessor and successor work activities denoted clearly.	Excellent description of all work activities to be performed during the project, relationship among the activities and the resultant work products for each activity. Scheduled duration for each work activity is justified and supported by the identified project risk factors and work decomposition that each activity requires. The whole project schedule, milestones and activity lists are depicted professionally on the Gantt chart with all dependencies, predecessor and successor work activities denoted clearly.	
Final Total (out of 100 marks)						

ACTIVITY LOG (30%)						
Performance Level	Level 1 (0-39%)	Level 2 (40-49%)	Level 3 (50-59%)	Level 4 (60-69%)	Level 5 (70-100%)	Marks Earned
Timeline and Activities (10%)	Project does not present any steps and activities.	Project is split into unclear steps. Time allocated for each stage is vague and not justified by any reasons.	Project is split into clearer steps. Time allocated for each step is vague and justified by minimal reasons.	Project is split into stages. Time allocated for each stage is reasonable and justified.	Project is split into critical stages. Brief description is provided for each stage of the project on the processes to be executed. Time allocated for each stage is justified by student assessment of own workload, ability and work to be done to deliver.	
Bibliography & Annotation (10%)	No citations and no annotations presented	Citations follow no discernible bibliographic format or pattern of frequent citation errors. Annotation shows superficial or no reading and understanding of source content. Relevance to project is unstated.	Citations follow a standard bibliographic format with several citation errors. Annotation shows reading and brief understanding of source content and its relevance to the project.	Citations follow a standard bibliographic format with few citation errors. Annotation shows reading and good understanding of source content and its relevance to the project.	All citations are formatted correctly and follow a standard bibliographic format. All annotations shows careful reading and clear understanding of source content, quality, and relevance to the project.	
Supervision Meeting Record (10%)	Missed all scheduled meetings. If present, no preparation is made before the meeting and student turns up empty-handed. Must be constantly told what to do by supervisor. Always does not deliver work as promised.	Missed some scheduled meetings. Minimal preparation is made before scheduled meeting. Presentation/documents brought is just for show and has little purpose for the discussion of the project. Must be constantly told what to do by supervisor. Periodically deliver work as promised but work is shoddily done.	Missed few scheduled meetings. Reasonably preparation is made before scheduled meeting. Presentation/documents brought has some purpose for the discussion of the project. Periodically deliver work as promised.	Attended all scheduled meetings with some presentation/documents to aid discussion of the project. Sets own goals for upcoming meeting but must be provided step-by-step guidance on what to be done to achieve goals. Deliver work as promised as is without further thought or analysis.	Attended all scheduled meetings with well-prepared presentations/documents to aid discussion of the project. Sets own goals and able to negotiate deliverables for upcoming meeting based on own workload and ability. Delivers all work as promised along with detailed analysis on the cause/effect of own actions to the project outcome. (Able to do and analyse results of own actions)	
Final Total (out of 30 marks)						