

QSO 640 Milestone Two Guidelines and Rubric

Overview: In the final project, you will develop a complete project plan for a hypothetical organization. Each milestone assignment will help you complete portions of the final project. In this milestone, you will evaluate the project manager's management of team members, resources, conflict, and engagement with project stakeholders to further improve project implementation using a second case study from your Mindedge resource; **the ECO-Trans case study**. If you do not have access to project management software, use the provided templates below:

[Standard Requirements Template](#) (Project Planning Part C)

[Project Schedule](#) (Project Planning Part E)

Prompt: The goal of this milestone is to delve more deeply into the project planning and project execution areas of project management. As mentioned above, you are to use the ECO-Trans case study (in MindEdge) to complete this milestone.

Specifically the following **critical elements** must be addressed:

II. Project Planning

- A. Determine the **business requirements** for the successful development of the project. Justify your choices.
- B. Establish who will provide the business requirements. What approach will be used to solicit the requirements from the **subject matter experts**?
- C. Categorize and organize the business requirements in a **standard requirements template**.
- D. Explain why the **format** for capturing requirements is important to the overall success of the project. Why would we consider requirements' traceability?
- E. Leveraging the business requirements, translate these requirements into a **project schedule** using project management software through the provided template.
- F. **Estimate** the duration of project tasks using common business knowledge, and assign resources to complete each task.
- G. **Refine** your **estimate** of the project cost based on the duration of tasks and resources needed.

III. Project Execution

- A. Determine the best **implementation approach**—agile or waterfall project—for the organization based on its organizational structure. Provide examples to support your rationale.
- B. Explain how the **project schedule** can be resource leveled, fast-tracked, or crashed if needed based upon execution results.
- C. Propose communication approaches and the frequency that should be used to **keep leadership apprised** of the project execution. Include examples to support your claims.

Rubric

Guidelines for Submission: Your draft of the Project Planning and Project Execution portions of your final project should adhere to the following formatting requirements: 3–4 pages, double-spaced, using 12-point Times New Roman font and one-inch margins. You should use current APA-style guidelines for your citations and a reference list with a minimum of two sources.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Project Planning: Business Requirements	Determines the business requirements for the successful development of the case study project and justifies choices	Determines the business requirements for the successful development of the case study project, but does not justify choices, or determination contains inaccuracies	Does not determine the business requirements for the successful development of the case study project	8
Project Planning: Subject Matter Experts	Establishes who will provide the requirements and what approach will be used to solicit the requirements from the subject matter experts	Establishes who will provide the requirements, but does not establish what approach will be used or selection is illogical	Does not establish who will provide the requirements	8
Project Planning: Standard Requirements Template	Categorizes and organizes the business requirements in a standard requirements template	Categorizes and organizes the business requirements in a standard requirements template, but approach is illogical or lacks detail	Does not categorize and organize the business requirements in a standard requirements template	8
Project Planning: Format	Explains why the format for capturing requirements is important to the overall success of the project, including traceability	Explains why the format for capturing requirements is important to the overall success of the project, but response lacks traceability, contains inaccuracies, or is cursory	Does not explain why the format for capturing requirements is important to the overall success of the project	8
Project Planning: Project Schedule	Translates the requirements into a project schedule that contains appropriate and logical predecessor relationships using project management software through the provided template	Translates the requirements into a project schedule using project management software through the provided template, but relationships are inappropriate or illogical	Does not translate the requirements into a project schedule using project management software through the provided template	10
Project Planning: Estimate	Estimates the duration of the project tasks using common business knowledge and assigns resources to complete each task	Estimates the duration of the project tasks using common business knowledge and assigns resources to complete each task, but estimation is inaccurate or overgeneralized	Does not estimate the duration of the project tasks	10

Project Planning: Refine Estimate	Refines estimate of the project based on the duration of the tasks and resources needed	Refines estimate of the project, but estimate is inaccurate	Does not refine estimate of the project	10
Project Execution: Implementation Approach	Determines which implementation approach is the best for the organization, using examples to support rationale	Determines an implementation approach for the organization, but response lacks examples that support rationale or is cursory	Does not determine an implementation approach	10
Project Execution: Project Schedule	Explains how the project schedule can be resource leveled, fast-tracked, or crashed if needed based upon execution results	Explains how the project schedule can be resource leveled, fast-tracked, or crashed, but response is inaccurate or overgeneralized	Does not explain how the project schedule can be resource leveled, fast-tracked, or crashed	10
Project Execution: Keep Leadership Apprised	Proposes communication approaches and frequency to keep leadership apprised of the project execution, using examples to support claims	Proposes communication approaches and frequency to keep leadership apprised of the project execution, but response lacks examples that support claims or is inappropriate	Does not propose communication approaches and frequency to keep leadership apprised	10
Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	8
Total				100%