**OPER1160 - Marking Guide for Group Project Team:**

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| --- | --- | --- |
|  | Mark | Comments |
| **a) Formatting (5 marks)**   * Title page included * Report body contains-Introduction, Four Questions with Headings, Conclusion, Header/Footer with pg. # & topic, and a copy of this Marking Guide. * Tables and charts are used effectively & correctly in the body of the report. * 12 font – Calibri with 1” margins, 1 or 1.15 spacing * maximum of 6 pages of body, including charts but not the Bibliography or title page | /5 |  |
| **b) Contract and Log Book (5 marks)**   * Completed the contract and turned it in on time * Filled in the log book and attached it to the project * if required, progressive conflict resolution was performed in a professional manner utilizing the log book and contract guideline | /5 |  |
| **c) Peer Evaluation (4 marks)**   * rating done for each person on each criteria factor * explanation of two best things and two things needing improvements * percentages assigned add up to 100% or less * no one person exceeds the max. allowed * all must approve before it can be marked * if this part is handed in late but still in same calendar day, zero for this part. If later, zero for paper. * attach at the back of the paper | /4 |  |
|  | | |
| **1) Analysis**  **a) Costs Comparison (3 marks)**   * calculations done and work shown to justify costs * totals and conclusion clearly stated for the reader | /3 |  |
| **b) Four Performance Dimensions or Criteria**  **(12 marks – 3 marks for each**)   * four additional choices of criteria, justified by your research * did NOT include cost as one of these criteria   **c) Relative Weighting and Matrix (12 marks)**   * explained how you decided on relative weighting of all five criteria (4 + cost) (4 marks) * explained how you ranked each company for your criteria (4 marks) * utilized weighted matrix model properly to evaluate the two choices (3 marks) * chart embedded, labeled, titled and referred to in   paragraph prior to the chart (1 mark) | /12  /12 |  |
|  | Mark | Comments |
| **2) Stated Final Recommendation (4 marks)**   * clearly stated decision * gave summarized reasoning from analysis in 2) above | /4 |  |
| **3) Benchmarking Performance Measures**  **(8 marks – 2 marks for each one)**   * recommended specific measurement(s) for each criteria selected in 2) above * included reasons for choice * was specific | /8 |  |
| **Proofing – spelling, grammar, plagiarism - (up to 12 marks off)**   * **Must use plagiarism software provided in the Group Project Drop Box.**  No need to attach the Turn-It-In report, but if no Project final report in the Dropbox by the due date and time, marks deducted and you must submit before the Project will be marked. |  |  |
| **d) Research done and Bibliography Created   (4 marks)**   * Minimum of one article per team member * references done in APA format * looking for database references over articles extracted from internet sites.   **e) In-text Citations (3 marks)**   * APA format * built credibility | /4  /3 |  |
| **Total /60** | | |

**Comments by Professor:**