GEP.Self-evaluation

Deliverable 2: Project planning

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	Task description	Tasks are perfectly described in terms of what has to be done in each activity, the length, and the resources (both material and human) needed to complete them. Tasks follow a logical sequence and the order of precedence is clear.	Tasks are correctly described in terms of what has to be done in each activity, the length, and the resources needed to complete them. The planning makes sense. Tasks follow a logical sequence, but the order of precedence between tasks is not as clear as expected.	Activities are scheduled and information on the resources and duration is given, but with few details. The sequence between activities is not clear. The planning is rather unrealistic.	The planning is not credible at all. Activities are very poorly described, and important information (resources and duration) is lacking. There is no logical sequence of activities, and the order of precedence between tasks is not presented.
	Alternatives and action plan	Alternative solutions to potential deviations are coherent and exhaustively detailed. Information on how the total duration of the project will be modified is also included, as well as implications in terms of resource consumption. The plan ensures that the project will be finished within the given time.	Alternative solutions to potential deviations are coherent and briefly detailed. Although some difficulties may arise because of unexpected events, it is possible to guarantee that the project will be completed within the given time.	Alternative solutions to potential deviations are poorly described. There are many constraints and unexpected events that couldlengthen the project duration. The plan does not ensure that the project will be finished within the given time.	There are no alternative solutions to potential deviations, or the proposed alternatives are inconsistent. The plan does not ensure that the project will be finished within the given time.
Structure and style	Organisation	The document is logically structured. The different sections are well-connected, which makes it easy to read.	The document is fairly well-structured. Sections are differentiated, however some are disconnected.	The document is fairly well-organised. However, some important aspects need to be improved (badly-connected sections, missing headings, headings in different styles, overlong paragraphs and/or sentences, etc.).	The document does not follow a logical structure. There is no rigor in presenting the different sections and arguments. Many aspects need to be improved (badly connected sections, missing headings,headings in different styles, overlong paragraphs and/or sentences, etc.).
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

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Name: _____

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Indicate with a check mark the corresponding cell. Add as many comments as needed to clarify each aspect.

		Excellent (4)	Expected level (3)	Poor (2)	Unacceptable (1)
Content	Task description				
	Alternatives and action plan				
Structure and style	Organisation				
	Clarity				
	Writing				