



Freelance Practical Exam – Evaluation Rubric Template

Tracks: MSD HCM Application Consultant| ERP

Student Name: Mohamed Elsayed El Tahan

Mentor Name: *Taha Tarek*

Track: MSD HCM Application Consultant

Project Title : Create Basic Cost Center Structure

Date: 27/11/2025

Project Request

(Informational – not graded)

The student receives a simulated client request outlining business and technical needs.

Track-specific context is provided (ERP customization).

Proposal Submission

Criteria	Description	Max Score	Score
Understanding of Business and Technical Needs	Accurately identifies client requirements and context within the chosen track.	10	9
Solution Approach and Methodology	Clarity of proposed approach: tools, platforms, configurations, or frameworks specific to the track.	10	10
Technical Feasibility	Realistic and technically sound solution aligned with industry standards.	10	10
Acceptance Criteria Definition	Clear success metrics and	10	



well-defined
deliverables.

Professionalism and Clarity	Proposal is well-structured, readable, and professional.	10	10
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Total (Proposal): 50 49

Mentor Proposal Evaluation

Mentor provides feedback on proposal quality and readiness for execution.

Mentor Comments: Well-structured proposal with a clear understanding of the requirements and a practical execution plan.

Final Project Evaluation

Criteria	Description	Max Score	Score
Fulfillment of Acceptance Criteria	All defined deliverables are completed and match client expectations.	15	15
Technical Execution and Quality	Quality of configurations, scripts, documentation, and compliance (security, uptime, etc.).	15	15
Track-Specific Skill Application	Use of best practices, tools, and frameworks relevant to the specific track.	10	8
Timeliness and Task Management	Punctuality of delivery and	5	5



efficiency in handling tasks.

Presentation and Documentation	Clarity and quality of documentation, user guides, and overall delivery professionalism.	5	5
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Total (Final Project): 50 48

Final Summary

Component	Max Score	Score
Proposal Evaluation	50	49
Final Project Evaluation	50	48
Total Score	100	97

Mentor Final Comments:

Excellent execution of the project with strong technical quality, timely delivery, and clear documentation.
