Progress Report Rubric

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| Criteria | LongDesc | Rating1 | Pts1 | Rating2 | Pts2 | Rating3 | Pts3 | Rating4 | Pts4 | Rating5 | Pts5 |
| Memo Format |  | Exceeds Expectations Memo format is exceptionally clean and professional. Layout reflects a high degree of polish and consistency. | 5 | Meets Expectations Follows standard memo format with correct use of spacing, memo headers, document title, and page numbers. Layout is clean and appropriate. | 4 | Almost Meets Expectations Follows memo format with some lapses in spacing, header structure, or layout. | 3 | Needs Work to Meet Expectations Memo format is inconsistent or improperly applied, making the document hard to follow. | 2 | Missing Memo format not used or incorrect. | 1 |
| Document Design |  | Exceeds Expectations Design elements (headings, subheadings, bullets, spacing, font, color, visuals) are intentionally applied to enhance reader engagement, clarity, and accessibility. Shows creativity without sacrificing professionalism. | 5 | Meets Expectations Uses design elements (e.g. headings, bullets, spacing, font, color, boxes) effectively to support readability and organization. | 4 | Almost Meets Expectations Some design elements used, but inconsistently or with minimal effect. | 3 | Needs Work to Meet Expectations Minimal or poor design choices that hinder readability. | 2 | Missing No attention to design; lacks visual structure. | 1 |
| Introduction |  | Exceeds Expectations Introduction is concise, well-organized, and rhetorically savvy. Clearly frames the project and report purpose while engaging the reader with thoughtful context. | 5 | Meets Expectations Provides all required elements: purpose statement and overview of the Recommendation Report project and progress to date. | 4 | Almost Meets Expectations Most elements are present, but one or two are unclear or missing. | 3 | Needs Work to Meet Expectations Several required elements are missing or unclear. | 2 | Missing Introduction missing or lacks required elements. | 1 |
| Work Completed |  | Exceeds Expectations Goes beyond task summary by incorporating team insights, analysis, or unexpected developments. Paragraphs are specific, well-organized, and connected to project goals. | 5 | Meets Expectations Summarizes completed work with specific, concrete details. Organized with subheadings and task-based structure. May include visual elements that demonstrate progress. | 4 | Almost Meets Expectations Summary includes general tasks but lacks depth, clarity, or strong organization. | 3 | Needs Work to Meet Expectations Work completed section is vague or poorly structured. | 2 | Missing Section missing or provides no meaningful information. | 1 |
| Work Scheduled |  | Exceeds Expectations Future tasks are fully developed and thoughtfully sequenced. Gantt Chart is integrated, polished, and used as a genuine planning tool. Includes proactive measures or contingencies. | 5 | Meets Expectations Summarizes upcoming work with timeframes, structure, and logical sequence. Gantt Chart included and aligns with plan. | 4 | Almost Meets Expectations Outlines future work with some detail, but may be vague or uneven. Gantt Chart is present but underdeveloped. | 3 | Needs Work to Meet Expectations Future work section is vague or disorganized. Gantt Chart is weak. | 2 | Missing Section and Gantt Chart both missing. | 1 |
| Conclusion |  | Exceeds Expectations Offers thoughtful reflection and/or recommendations. Wraps up clearly, professionally, and invites follow-up. Contact info and closing tone are audience-aware and polished. | 5 | Meets Expectations Summarizes progress and future steps. Includes contact info for follow-up. | 4 | Almost Meets Expectations Some summary and closing included, but may be vague or formulaic. | 3 | Needs Work to Meet Expectations Weak or abrupt conclusion with little reflection or detail. | 2 | Missing Conclusion missing. | 1 |