# Progress Report Rubric

| Criteria | Description | Exceeds Expectations (5) | Meets Expectations (4) | Almost There (3) | Needs Work (2) | Missing (1) |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Focus** | Provides an objective analysis of progress on the Informational Report. |  | Provides a clear, complete snapshot of the work completed on the Informational Report and outlines the tasks still to be completed. | Discusses work on the Informational Report, but does not effectively demonstrate the progress or fails to address significant tasks. | Focuses on another topic. |  |
| **Introduction** | Introduces the topic and purpose of the progress report. Includes a purpose statement. Does not use a heading. | Introduction is concise, well-organized, and rhetorically savvy. Clearly frames the project and report purpose while engaging the reader with thoughtful context. | Provides all required elements: purpose statement and overview of the Informational Report and progress to date. | Most elements are present, but one or two are unclear or missing. | Several required elements are missing or unclear. | Introduction missing or lacks required elements. |
| **Work Completed** | Summarizes and describes the work to date on the Informational Report, using specific, concrete details. | Goes beyond task summary by incorporating detailed insights, analysis, or unexpected developments. Paragraphs are specific, well-organized, and connected to project goals. | Summarizes completed work with specific, concrete details. Organized clearly in a consistent order. | Summary includes general tasks but lacks depth, clarity, or strong organization. | Work completed section is vague or poorly structured. | Section missing or provides no meaningful information. |
| **Work Scheduled** | Includes an introductory sentence followed by an updated Gantt Chart that covers all stages of the work on the Informational Report. | 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. | Introduces the section and then presents a Gantt Chart that shows schedule for upcoming work clearly and completely. | Outlines future work with some detail but may be vague or uneven. Gantt Chart is present but underdeveloped. | Future work section is vague or disorganized. Gantt Chart is weak. | Section and Gantt Chart both missing. |
| **Problems Encountered (optional)** | Outlines challenges that have been encountered and the strategies taken to address them. | Details challenges that have been encountered and provides clear strategies and steps taken or planned to address them | Outlines challenges encountered in work on the Informational Report and describes strategies taken to address them. | Outlines challenges encountered and describes some strategies taken to address them; however, information needs further development. | Outlines challenges encountered, but details are missing, vague, or incomplete. Strategies to address the challenges may be missing or undeveloped. | Section is optional, so no issue if missing. |
| **Conclusion** | Draw ideas together and provide contact info. Does not use a heading. | Offers thoughtful reflection and/or next steps. Wraps up clearly, professionally, and invites follow-up. Contact info and closing tone are audience-aware and polished. | Summarizes progress and future steps. Includes contact info for follow-up. | Some summary and closing included, but may be vague or formulaic.Contact information may be missing. | Weak or abrupt conclusion with little reflection or detail. | Conclusion missing. |
| **Formatting & Document Design** | Follows memo format with required headings, spacing, and paragraphing. Uses contrast, fonts, chunking, and other formatting elements effectively to increase readability. | Uses flawless memo format. Shows strong contrast between headings and the document paragraphs. Uses spacing, fonts, and chunking and other formatting elements to make the report highly readable and professional. | Uses memo format accurately. Formats headings, spacing, and design consistently with appropriate contrast. Uses lists, horizontal rules, and boxes as effective visual elements. | Uses memo format, though may include minor errors. May be minor errors in headings, paragraphing, or spacing. | Uses incorrect memo format, inadequate contrast between headings and text, large paragraphs, and/or inaccurate spacing. | Does meet formatting or design requirements. |
| **Tone & Plain Language** | Uses clear, objective, professional tone. Uses short sentences and other plain language techniques. Avoids jargon. | Is consistently objective, professional, and reader-friendly. Phrases sentences concisely and smoothly. Perfectly written for the audience. | Is objective, professional, and clear throughout. Effectively uses plain language and avoids jargon. | Is mostly objective and professional but occasionally uses complicated, overly technical, wordy, and/or repetitive phrasing. | Uses unprofessional tone and/or language that is too technical or confusing | No attempt to customize the tone and language to the audience. |