**Rubrics**

**Formatting Expectations**

* Documents should look professional
* Text should be either left-aligned or centered
* Text should be wrapped (if using Excel)
* Numbers should have commas (ex. 1,000)
* If using dollar figures, do not use decimals
* Team member names should be listed alphabetically be last name

**Note: Five points will be deducted for each late submission day**

**Technical Document Assignments**

Project Charter

* The following should be included:
  + Project purpose
  + What is in scope
  + What is out of scope
  + Start and end dates
  + Milestones
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment

Stakeholder Register and Power Interest Grid (These are two documents)

* The following should be included:
  + Stakeholder Register: Names or titles and contact information
  + Power Interest Grid: Table that shows power (vertical access: low to high) and interest (horizontal access: low to high)
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment

Work Breakdown Structure

* The following should be included:
  + Determine the length of time for each task
  + Mark any precedents and dependents
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment

RACI Chart

* The following should be included:
  + Use same categories in the WBS
  + All tasks should be filled out with the applicable categories (Note: Each task should have one and only one “A”)
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment

Project Budget and Resource Allocation

* The following should be included:
  + The overall budget for the project
  + The estimated cost for each part of the project (i.e. how the money will be allocated)
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment

Lessons Learned

* The following should be included:
  + What went well this semester when completing the documents?
  + What did not go well this semester when completing the documents?
  + What would you do differently next time?
* Five points deducted if there is NOT a title page
* Five points deducted for any missed section
* Five points deducted for each spelling mistake
* Five points deducted for each inconsistent formatting issues including a professional look (see “Formatting Expectations” above)
* Ten points deducted if changes were not implemented from previous assignment