**Practice Project Charter Feedback Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Poor** | **Good** | **Excellent** |
| **Purpose** | Simple statement but doesn't explain what will be produced.  **OR** Overly complex statement.  **OR** Left empty/not completed. | Simple but somewhat vague statement  to explain what the project will produce. | Simple and clearly written statement to explain what the project will produce linked to the goals. |
| **Description** | Same wording as the purpose statement or doesn’t describe what the project will accomplish.  **OR** Left empty/not completed. | Describes more about what the project will accomplish (ex: the learning from the course) than the purpose statement, but somewhat vague. | Clear description of what the project will accomplish (ex: what learning will be achieved) as well as clear project boundaries and linked to the project purpose. |
| **Objectives** | The objectives are not measurable (they are subjective) and don't include a target % grade.  **OR** Left empty/not completed. | The objectives are measurable but don't cover a full range of deliverables. | The objectives follow the SMART technique and cover the range of deliverables for successful completion of the course along with a target % grade and due date. |
| **Requirements** | The requirements don't provide any additional detail beyond the objectives and don't include details on the course elements.  **OR** Left empty/not completed. | The requirements provide some additional details beyond the objectives, but doesn't cover the full range of course elements. | The requirements provide details that match the objectives including what needs to be done to be successful and covers the graded elements, reading, videos, discussions, quizzes, and assignments. |
| **Milestones** | Milestones are minimal or too high level. No detail provided.  **OR** Left empty/not completed. | Milestones are provided but are more general and not detailed out week-byweek. | Milestones include major deliverables for each week the learner plans to work on the course. |
| **Resources** | Resources don't include persons (including self and instructor) required, materials or budget.  **OR** Left empty/not completed. | Resources include the student and instructor but lack details around materials or budget needed. | Resources include persons required (student, instructor and edX at minimum), materials (such as edX materials), budget, and any additional support needed. |
| **Risks** | Risks don't include most of the categories mentioned in the rubric good/excellent description. Risks don't clearly describe the project impact.  **OR** Left empty/not completed. | Risks cover most of the categories of schedule, budget, technical, organizational, and external. Most risks clearly describe the project impact. | Risks cover schedule, budget, technical, organizational, and external categories and are clearly written to describe the project impact. |

1

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Poor** | **Good** | **Excellent** |
| **Stakeholders** | Stakeholders are missing the student as Project Manager and does not list the instructor.  **OR** Left empty/not completed. | Stakeholders include the student as Project Manager, the instructor, and Sponsor at a minimum. | Stakeholders include the student as Project Manager, the instructor, edX, and Sponsor at a minimum, plus any additional persons that were mentioned in the resources section. |
| **Approval Requirements and Exit Criteria** | Success criteria are missing.  **OR** Approver name is missing.  **OR** Left empty/not completed. | Success criteria includes final grade achievement and student as approver name listed at a minimum. | A list of the criteria that must be met to consider the project a success (final grade achievement & learning achieved) and the name of the person(s) who approves that the criteria have been met (student and Sponsor). |

2