Project Management Rubric - Deliverable

Score Levels	Content	Conventions	Organization	Product
Professional	• Deliverable clearly communicates instructions on completing identified project • Goals are clear and measurable as related to improving a project and/or activity • Includes an action plan with critical tasks and suggested timeframe • Includes list of resources and evaluation tools • Includes potential risks and plans for risk management	• No spelling, grammatical, or punctuation errors • High-level use of project management vocabulary and word choice	• Information is constructed in a logical pattern to support the project management process • All components are clearly labeled, materials are easily located and the deliverable is easy to use	• The deliverable is professional • Format enhances the content and is appropriate for the activity • Deliverable is thorough and can be used without further instructions
Experienced	• Deliverable clearly communicates Instructions to complete identified project • Deliverable is thorough and can be used with minimal instructions • Has a clear goal that is related to improving a project and/or activity • Includes list of resources and evaluation tools	• No spelling, grammatical, or punctuation errors • Average level use of project management vocabulary and word choice	• Information is constructed in a logical pattern to support the project management process • All components are clearly labeled, the deliverable is easy to use	• The deliverable is professional • Format enhances the content and is appropriate for the activity • Deliverable is thorough and can be used with little instruction
Developing	• Supports the solution • Has application of critical thinking that is apparent • Has no clear goal • Does not include examples of project management tools • Has some factual errors or inconsistencies	• Minimal (3 to 5) spelling, grammatical, or punctuation errors • Low-level use of project management vocabulary and word choice	• Information appears to have a pattern, but the pattern is not consistently carried out in the project • Information does not support the deliverable	• Multimedia loosely illustrates the main points • Format does not suit the content • Presentation is loosely organized • Deliverable needs additional instruction