# Individual Assignment: Organization and Project Plan Template Proposal

# Grading Guide

| ***Content*** | *Met* | *Partially Met* | *Not Met* | Comments: |
| --- | --- | --- | --- | --- |
| The student chooses an organization as the focus for a Project Proposal. |  |  |  |  |
| The student selects a project that they would expect to occur within the organization for which they will be writing a proposal. |  |  |  |  |
| The student uses the Internet to find a project template that is appropriate. |  |  |  |  |
| The student provides a few brief paragraphs to justify why they selected this organization and includes the following:   * The organization’s name * The purpose for this organization’s existence * Why this organization is of interest to you * A description of the project and its relationship to the organization’s business objectives * Availability of organizational data: Avoid selecting an existing organization for which there is no publicly available historical data. |  |  |  |  |
| The paper is 700 to 1,050 words in length. |  |  |  |  |
|  |  | ***Total Available*** | ***Total Earned*** |  |
|  |  | 7 | #/7 |  |

| **Writing Guidelines** | Met | Partially Met | Not Met | Comments: |
| --- | --- | --- | --- | --- |
| **Organization** |  |  |  |  |
| The tone is appropriate to the content and assignment. |  |  |  |  |
| The introduction provides a sufficient background on the topic and previews major points. |  |  |  |  |
| Paragraph transitions are present, logical, and maintain the flow throughout the paper. |  |  |  |  |
| The conclusion is logical, flows from the body of the paper, and reviews the major points. |  |  |  |  |
| **Mechanics** |  |  |  |  |
| The paper—including tables and graphs, headings, title page, and reference page—is consistent with APA formatting guidelines and meets course-level requirements. |  |  |  |  |
| Intellectual property is recognized with in-text citations and a reference page. |  |  |  |  |
| Sentences are complete, clear, and concise. |  |  |  |  |
| Rules of grammar and usage are followed including spelling and punctuation. |  |  |  |  |
|  |  | **Total Available** | **Total Earned** |  |
|  |  | 3 | #/3 |  |

| **Assignment Total** | **#** | **10** | **#/10** |  |
| --- | --- | --- | --- | --- |
| Additional comments: | | | | |