

MBA 690: Module Eight Short Paper Guidelines and Rubric

In this short paper, you will create an outline of your project management plan.

Prompt: Prepare an outline to identify the key milestones (include at least five major tasks or steps for implementation) and deliverables of your project.

- State how you intend to manage and balance the scope-time-cost triangle.
- Identify the key risks and obstacles that management will have to mitigate for the plan. Identify triggers or signals that management will use to monitor if these risks are occurring or not.
- Prepare summary (high level) cost schedule identifying the cost categories for the project—rough order of magnitude (ROM) (very high level) dollar estimates are adequate for this. This can be done in a tabular format for clarity.

Specifically, the following **critical elements** must be addressed:

- State your intentions for managing and balancing the **scope-time-cost triangle**.
- Highlight the **key risks and obstacles** that management will have to mitigate for the plan.
- Identify the **triggers or signals** that management will use to monitor if these risks are occurring or not.
- Summarize the **cost schedule** by providing cost categories for the project—ROM dollar estimates are adequate for this. This can be done in a tabular format for clarity.

Guidelines for Submission: Use the [outline template](#) to complete this assignment. This short paper should adhere to the following formatting requirements: It is submitted as a Word document, 1 to 2 pages (not including title and reference pages), double-spaced, using 12-point Times New Roman font and one-inch margins. All APA citations should reference the course text and at least two additional resources.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Scope-Time-Cost Triangle	States intentions for managing and balancing scope-time-cost triangle	States intentions for managing and balancing scope-time-cost triangle but lacks detail or clarity	Does not state intentions for managing and balancing scope-time-cost triangle	20
Key Risks or Obstacles	Highlights key risks/obstacles that management will mitigate for plan	Highlights key risks/obstacles that management will mitigate for plan but lacks detail or clarity	Does not highlight key risks/obstacles that management will mitigate for plan	20
Triggers or Signals	Identifies the triggers or signals used to monitor if risks occur	Identifies the triggers or signals used to monitor if risks occur but lacks detail or clarity	Does not identify triggers or signals used to monitor if risks occur	20
Cost Schedule	Summarizes cost schedule by providing cost categories for project and supplies dollar estimates	Summarizes cost schedule by providing cost categories for project but cost schedule lacks detail or clarity	Does not summarize cost schedule by providing cost categories for project	30

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Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total				100%