

Overview of a Project Grading Guide

**CPMGT/300 Version 11**

Project Management

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# Individual Assignment: Overview of a Project

## Purpose of Assignment

The key to the success of many projects is outlining the goal of a project, the people responsible for delivering the products or services, the stakeholders that may be affected, and the initial requirements of the project. The elements of this assignment equate to the elements of a project charter. The charter establishes the clear definition of the project, which is essential for a project’s success. The questions addressed assist in the preparation of a charter: mission and objectives, high-level scope and statement of need, cost, responsibility matrix, preliminary deliverables, time line, and success criteria. By using a project from the student’s past experiences, a charter can be developed that provides a good overview of the project.

# Grading Guide

| ***Content*** | *Met* | *Partially Met* | *Not Met* | Comments: |
| --- | --- | --- | --- | --- |
| The student describes a project they have personally or professionally managed.  |  |  |  |   |
| The student develops a project overview. |  |  |  |  |
| The student addresses the mission and objective of the project. |  |  |  |  |
| The student addresses the high-level tasks or scope of the project. |  |  |  |  |
| The student answers how the need for the project was identified. |  |  |  |  |
| The student describes the cost and how it was funded. |  |  |  |  |
| The student provides a timeline. |  |  |  |  |
| The student answers who the parties involved in the project were, and what the roles were of each person.  |  |  |  |  |
| The student provides the steps that were established to ensure the project was a success.  |  |  |  |  |
| The student provides rationale on how the success of the project is measured. |  |  |  |  |
| The student answers how project management helped to make the project a success. |  |  |  |  |
| The paper is 1,050 to 1,400 words in length. |  |  |  |  |
|  |  | ***Total Available*** | ***Total Earned*** |  |
|  |  | 7 | #/7 |  |

| ***Writing Guidelines*** | *Met* | *Partially Met* | *Not Met* | Comments: |
| --- | --- | --- | --- | --- |
| 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. |  |  |  |  |
| Paragraph and sentence transitions are present, logical, and maintain the flow throughout the paper. |  |  |  |  |
| 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** |  |
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| Additional comments: |