

## **Grading Rubric – Project Management Worksheet (PMW)**

**Overview:** The initial Project Management Worksheet (PMW) provides a framework for project completion. Adjustments to the plan will need to be made as the project progresses, but the idea is to not begin building a project until you have a basic idea of what will be created.

### **Instructions:**

- Today you will review PMW's. Exchange your PMW with another student in class. Read their PMW and provide feedback based on the following criteria. Changes should be made to the PMW before it is turned in to Mr. Fornstrom, this is the same rubric that I will use.
- **Vision** (4 pts) – Overview of the project, minimum of 100 words. **Reviewer: after reading the vision, can you picture the finished project?**
- **Plan** (4 pts) – Timeline, brainstorm and flowchart (if necessary). Put some thought into the **timeline**. The timeline determines how much you can create in the time allocated. **Reviewer: are all jobs included in the timeline? Do the Due Dates extend from now to project completion? You need to include a minimum of 3 tasks per week.**
- **Materials & Software** (2 pts) - **Reviewer: Is all software and other supplies included? Will they be using a computer?**
- **References** (2 pts) – **Reviewer: Are all references included, such as the URL for web sites to be used for graphics?**
- **Reviewer's Signature** (2 pts) - When finished, sign your colleagues PMW before turning in.
- **Spell and Grammar check** (2 pts)
- **Use the template for the Project Management Worksheet** (1 pt)
- **Turned in on on-time** (3 pts)

Total points for PMW = **20 points**