

Project Management Rubric

Student Leader Learning Outcomes (SLLO) Project

Name of Student:

Date Completed:

PROJECT MANAGEMENT OUTCOMES	<u>NOVICE</u> Awareness or Base Level Knowledge	<u>TRANSITION</u> From Novice to Intermediate	<u>INTERMEDIATE</u> Apply the concept somewhat	<u>TRANSITION</u> From Intermediate to Advanced	<u>ADVANCED</u> Intentional and Effective Application
Articulate series of goals	Set goals for project		Write goals and articulate to group		Write tangible goals that relate to organization's vision, mission, and purpose; Articulate goals to entire group
Articulate series of steps/processes to achieve goals	Aware of need to write tasks and verbalize steps (internal thought process)		Write clear steps to achieve tasks and articulate to group		Review past assessment data; Implement change accordingly; Steps/processes linked to goals of project and apply methods to work
Determine, procure, optimize all resources (human, material, and financial) needed	Identify basic resources needed to complete project		Divide resources into categories (HR, financial, knowledge, skills, strengths) and delegate appropriately		Look beyond what is present and discover new resources; Apply/use resources efficiently; Use a system of checks and balances for continual management of all available resources
Create and maintain budget	Aware a budget exists		Set budget		Set appropriate budget and practice fiscal responsibility

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Define and appraise tasks (specific component within steps)	Aware project involves a set of tasks		Define tasks and sequence and delegate properly		Utilize resources in completion of tasks; Appraise efficiency and effectiveness in completion of task in meeting goals
Calculate time on task	Establish a deadline		Complete task(s) on time – may not follow timeline but task is still completed		Follow a clearly defined, well planned timeline with time left for unplanned issues
Initiate the tasks	Start task with encouragement from advisor		Initiate task on own and have end in mind		Recognize a need/opportunity; initiate task on own within the defined timeline
Perform the task	Complete task with minimal errors		Complete task on time while making appropriate adjustments and improvements		Utilize all of resources; Follow timeline efficiently and effectively; Perform task through completion; Understand the importance – commitment not compliance

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Manage the task and the performance of all involved	Assign tasks to others, but maintain ownership		Assign tasks and monitor progress		Assign tasks, relinquish ownership, evaluate and monitor progress and make sure that tasks have been completed
Evaluate the project	Utilize informal evaluation method		Develop assessment tool based on desired outcomes		Develop assessment tool based on desired outcomes and utilize data gathered on future projects in subsequent years
Forecast and set procedures for subsequent years	Maintain materials from the previous year; Plan retreat to share information		Set transitional processes; Utilize past information for better future performance		Create a comprehensive transitional procedure including a standard operational manual that is updated from year to year

COMMENTS:

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