Project Management Rubric

Criteria	Professional	Experienced	Developing	Novice
Initiating the Project 20 points	Accurately described the outcomes and expectations for the project	Accurately described most of the outcomes and expectations for the project	Accurately described less than half of the outcomes and expectations for the project	Did not describe the outcomes and expectations for the project
	Compiled a comprehensive list of all project stakeholders	Compiled a list of most project stakeholders	Compiled a list of some project stakeholders	Did not compile a list of project stakeholders
	Used all project initiation tools/templates correctly	Used all project initiation tools/templates, but some were completed incorrectly	Completed some project initiation tools/templates correctly, but others were missing	Did not use any project initiation tools/templates, or did not complete any correctly

Project Management Rubric (cont'd)

Criteria	Professional	Experienced	Developing	Novice
Planning the Project 20 points	Identified all resources needed for the project	Identified most resources needed for the project	Identified some resources needed for the project	Did not identify resources needed for the project
	Determined most or all specific activities/tasks required to complete the project	Determined approximately 75% of the specific activities/tasks required to complete the project	Determined approximately 50% of the specific activities/tasks required to complete the project	Determined less than 50% of the specific activities/tasks required to complete the project
	Developed a comprehensive schedule of project activities/tasks with realistic due dates	Developed a comprehensive schedule of project activities/tasks but identified unrealistic due dates	Developed a schedule that omitted significant project activities/tasks	Did not develop a schedule of project activities/tasks
	Divided all project roles and responsibilities evenly among team members	Divided most project roles and responsibilities evenly among team members	Divided project roles and responsibilities unevenly among team members	Did not divide project roles and responsibilities among team members
	Used all project planning tools/templates correctly	Used all project planning tools/templates, but some were completed incorrectly	Completed some project planning tools/templates correctly, but others were missing	Did not use any project planning tools/templates, or did not complete any correctly

Project Management Rubric (cont'd)

Criteria	Professional	Experienced	Developing	Novice
Executing the Project 20 points	Worked effectively as a team at all times	Worked effectively as a team most of the time	Sometimes worked effectively as a team	Did not work effectively as a team
	Consistently used time wisely to complete project tasks/activities	Usually used time wisely to complete project tasks/activities but may have procrastinated occasionally	Sometimes used time wisely but usually procrastinated in completing project tasks/activities	Rarely or never used time wisely to complete project tasks/activities

Project Management Rubric (cont'd)

Criteria	Professional	Experienced	Developing	Novice
Monitoring and Controlling the Project 20 points	Monitored timelines and progress toward project goals on a daily basis	Monitored timelines and progress toward project goals most of the time	Seldom monitored timelines and progress toward project goals	Did not monitor timelines and progress toward project goals
	Identified and corrected all problems encountered during project execution	Identified and corrected most problems encountered during project execution	Identified most problems encountered during project execution but did not correct them	Did not identify or correct problems encountered during project execution
	Provided accurate, complete reports of project progress	Provided relatively accurate, complete reports of project progress with only minor errors or omissions	Provided relatively accurate, yet clearly incomplete, reports of project progress	Provided inaccurate, incomplete reports of project progress
	Used all project monitoring and controlling tools/templates correctly	Used all project monitoring and controlling tools/templates, but some were completed incorrectly	Completed some project monitoring and controlling tools/templates correctly, but others were missing	Did not use any project monitoring and controlling tools/templates, or did not complete any correctly

Project Management Rubric (cont'd)

Criteria	Professional	Experienced	Developing	Novice
Closing the Project 20 points	Turned in all project deliverables on or before the due date	Turned in most project deliverables on or before the due date	Turned in most project deliverables late	Turned in all project deliverables late
	Developed in-depth lessons learned including accurate, insightful analysis of project and well-developed, appropriate recommendations for improvement	Developed lessons learned including accurate analysis of project and adequate, appropriate recommendations for improvement	Developed lessons learned including mostly accurate analysis of project with inadequate or inappropriate recommendations for improvement	Lessons learned included inaccurate analysis of project with inappropriate recommendations for improvement
	Used all project closing tools/templates correctly	Used all project closing tools/templates, but some were completed incorrectly	Completed some project closing tools/templates correctly, but others were missing	Did not use any project closing tools/templates, or did not complete any correctly