

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 of the project	Project activities occur with little thought or articulation to how they align with or promote organization vision, mission, and purpose. Team members are unaware of project goals.		Goals have been articulated; Project activities show some alignment with or promote organization vision, mission, and purpose. Team members may or may not be aware of project goals.		Project goals identified and well articulated throughout the organization; Clear alignment of project activities with organization vision, mission, and purpose. Team members are aware of project goals.
Articulate series of steps/processes & strategies to achieve goals	Little to no initiating or planning of project activities; team members show little to no awareness of roles, required activities, or sequence of steps needed to effectively complete the project		Stakeholders are identified and roles and responsibilities defined; some breakdown of the required tasks completed; some team members aware of the sequence of steps needed to effectively complete the project		Team members have a clear understanding of stakeholder roles and responsibilities, risks of the project, and sequence of activities needed to effectively complete the project
Determine, procure, optimize all needed resources (human, material, and financial)	Little to no initiation or planning of project activities; team members show little to no awareness of roles, required activities, or sequence of steps needed to effectively complete the project		Some of the resources needed to effectively complete the project have been identified; some estimation of cost, availability, training needs of resources identified and optimized; some tracking of resources		Resources properly identified for each area of the project; effective management of training and scheduling of human resources ; budgeting and procurement of other resources are properly tracked and reported
Create and maintain budget	Costs associated with the project are met using available or acquired funds; little to no planning of the overall costs of effectively completing the project; little to no tracking or costs. Cost overruns may occur due to poor planning.		Some costs of the project identified and availability of funds verified. Some costs being tracked; awareness of overall cost of the project may not be known; cost overruns may be unknown		Costs of the project have been identified and a budget set; contingency funds set aside to cover potential overruns; project spending tracked; team members aware of budget and practice fiscal responsibility

Project Management Rubric Student Leader Learning Outcomes (SLLO) Project

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Calculate time on task	Little to no estimation of time needed to complete tasks or tasks not fully identified		Some tasks known and estimated, or only high-level planning estimates completed without consideration for skill and availability of assigned resources		Tasks necessary to complete project identified and estimated based on skill and availability of assigned resources
Initiate the tasks	Advisor driving task completion through reminders and regular interventions		Most tasks initiated by project lead with some consideration to the established plan and when the task needs to be completed		Project Lead fully managing project task start and end; opportunities and risks identified and communicated and tasks adjusted accordingly
Perform and Manage tasks	Tasks completed ad hoc; rework affecting timeline; no regular meetings or communication channels to obtain task status and address risks/make improvements		Some tasks completed with quality issues requiring rework; communication channels and feedback loops not fully setup so task status can be tracked/adjustments made as necessary		Project lead has established feedback loops and regular meetings/communication channels to obtain task status and make adjustments as needed; tasks being completed on time with high quality

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Evaluate the project	Utilize informal evaluation method; no after action review of work completed		Develop assessment tool based on desired outcomes; ad hoc form of after action review or lessons learned completed		Develop assessment tool based on desired outcomes and utilize data gathered on future projects in subsequent years; after action review or lessons learned process established and data collected
Forecast and set procedures for subsequent years	Maintain materials from the previous year; Plan retreat to share information; Some institutional knowledge is lost from year to year		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: