

EE486 Design Review 3

Documentation

RUBRIC

General Information

- *Grading:* Group.

Title Page and Table of Contents:

Graded As:	Poor (0)	Average (6)	As Expected (9 - 12.5)
Explanation:	No cover page or table of contents is present.	Either the cover page or the table of contents is complete, but one is missing. OR Both are present, but neither is complete.	The cover page includes the team name, members, logo, and contact information. AND Includes page numbers and section headings.

Introduction Paragraph:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	The report makes no mention of what the project is and who is on the team.	The report identifies the project (by title only), but not the team.	The report identifies the project and the team, with a short, but complete, description of the project. This includes enough detail such that the reader is left knowing exactly why this project is being done.

WBS Activities:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	Does not list anything that could be considered to be an activity.	It looks like one of the items listed is an activity, but it is unclear by numbering, font face, or both, that this item is a high level activity.	The activity is clearly identified. The listed activities appear complete and representative of the project.

WBS Tasks:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	There are no tasks listed.	Only one task is listed per activity AND does not appear to sufficiently describe the tasks that one would expect to be required to complete the activity.	Tasks are listed in a manner that appears to accurately represent what one would need to do in order to complete the activity, with few to no missing tasks.

WBS Deliverables:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	There are no deliverables listed.	Only one deliverable is listed per activity AND does not appear to sufficiently describe the deliverables that one would expect to be required to complete the activity.	Deliverables are listed in a manner that appears to accurately represent what one would expect as output in order to complete the activity, with few to no missing deliverables.

Risks, Challenges, and Resolutions:

Graded As:	Poor (0)	Average (6)	As Expected (9 - 12.5)
Explanation:	No risks, challenges, or resolutions are included or discussed. AND There is no statement that there have not been and risks, challenges, or resolutions.	Risks, challenges, or resolutions are mentioned in passing, but the real details of what happened, why, and what was done about it are missing (in part or in whole).	If there have not been any risks, challenges, or resolutions, there is a clear statement as such that also addresses perceived risks, challenges, or resolutions. OR There is a solid description of risks, etc, with details about what happened, why, and what was done.

Conclusion:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	No conclusion is included.	The conclusion is brief and recaps the project, but doesn't go deeper.	This conclusion leaves the reader knowing where the team is at with the project, and it should leave the reader with confidence that even if parts might not be going exactly as planned, there is a clear plan to address any such concerns.

Overall Report Format / Spelling and Grammar:

Graded As:	Poor (0 - 4)	Average (5 - 8)	As Expected (9 - 12.5)
Explanation:	Does not follow a report format, or loosely only follows some the requirements of the report format.	Follows a report format. AND Has multiple spelling or grammatical errors. It may also be obvious that different team members did different parts and didn't read each others sections.	Follows the report format. AND Has very few spelling or grammatical errors. The report is easy to read, and appears to have been a joint effort that everyone was involved in.