## ICT201 IT Project Management S1-2023

## Assignment I – Project Proposal

# Grade Report

#### Student Name: Jin Chong

Overview of the student's Score:

1. Project Charter (25%)		3. Project Management Plan (40%)		3. Work Breakdown Structure (35%)		Tatal			
Content	Clarity & Logic	Content	Clarity & Logic	Content	Clarity & Logic	Total	Number of days late	Deduction	Mark out of 20%
20%	5%	35%	5%	30%	5%	100%			
18	5	20	3	22	4	72%	-	-	14.4

### General Scoring and Rubric Comments:

Deliverable	Part	New Level	Excellent	Satisfactory	Unsatisfactory	Poor
	Content	20-19%	18-15%	14 - 10%	9 - 5%	4 - 0%
Project		Covers all the sections	Covers most sections	Covers many aspects	Many sections provided in	Covers little to no aspects
Charter	20%	explicitly provided in the	provided in the template	provided in the template	the template and workshop	provided in the template
		template and workshop	and workshop discussions.	and workshop discussions.	discussions were not	and workshop discussions.
25%		discussions. Included ALL	Included most pertinent	Included most pertinent	included. Included most	Included little to no
		pertinent information about	information about the	information about the	pertinent information in the	pertinent information about
		the project. Goes beyond	project. Goes beyond the	project. Limited evidence to	solution. Did not go beyond	the project. Does not go
		the information provided	information provided and	support going beyond the	the information provided.	beyond the information
		and considers the real-	considers the real-world	information provided.	Practical/real-world	provided. Mostly
		world implications when	implications. Clear, easy-	Practical implications were	implications were not	incomplete and difficult to
		developing the content.	to-read sentences and short	not sufficiently considered.	considered. Difficult to read	read.
		Clear, well-thought-out,	dot-point sentences. All	Many clear sentences and	and incomplete in many	
		easy-to-read, and short dot-	sections are complete.	short dot-point sentences.	sections.	
		point sentences are		Most sections are complete.		
		provided throughout. All				
		sections are complete.				
	Clarity	5%	4%	3%	2%	1-0%
	& Logic	Logical, readily	Mostly logical,	Many logical, readily	Looks illogical, and many	Poorly organised and
		understandable, and well-	understandable, and well-	understandable, and well-	sections are difficult to	difficult to understand.
	5%	written throughout.	written sections. A few	written sections. Many	understand. Most sections	Lacks logic and practicality
		Skilfully developed with	clarity and consistency	clarity and consistency	are not well written.	throughout. The overall
		cohesion and consistency.	issues in some sections.	issues in several sections.	Language choices are	delivery technique is poor,
		Language choices are	Language choices are	Language choices are	unclear and minimally	including the language and
		appropriate, imaginative,	appropriate and support the	mundane and commonplace	support the effectiveness of	structure of the document.
		and compelling and	effectiveness of the	but appropriate to the	the presentation. Incorrect	
		enhance the effectiveness	presentation. Correct	audience. Incorrect naming.	naming. May lack	
		of the presentation. Correct	naming. Mostly practical	Lack of practicality and	practicality and structure in	
		naming. Practical and well-	and well-structured.	structure.	most sections.	
		structured overall.				

Deliverable	Part	New Level	Excellent	Satisfactory	Unsatisfactory	Poor
		35-30%	29-24%	23-18%	17-12%	11-0%
Project	Content	Provides a comprehensive	Provides a framework that	Provides a framework that	Provides a very broad	Provides a weak framework
Management		framework that explains the	mostly explains the project	generally explains the	framework that explains the	that does not necessarily
Plan	35%	project and delivers an	and delivers an overview of	project and delivers an	project and its approach.	explain the project and how
		overview of the approach	the approach that will be	overview of the approach to	Covers some sections (but	it could be managed. A lot
		that will be used. Provides	used. Provides sufficient	meet the objectives	not all) provided in the	of pertinent information is
40%		in-depth descriptions of	descriptions of how the	successfully. Provides few	template and workshop	not provided. Real-world
		how the project will be	project will be managed.	details and descriptions of	discussions. Included some	implications not considered
		managed. Covers all the	Covers most sections	how the project will be	useful information but	
		sections explicitly provided	explicitly provided in the	managed. Covers many	overlooks pertinent matters.	
		in the template and	template and workshop	sections explicitly provided	Does not go beyond the	
		workshop discussions.	discussions. Included the	in the template and	information provided nor	
		Included ALL pertinent	most (but not all) pertinent	workshop discussions.	considers the practical	
		information for managing	information for managing	Included some pertinent	implications involved.	
		this project. Goes beyond	this project. Attempts to go	information. Does not go		
		the information provided	beyond the information	beyond the information		
		and considers real-world	provided and considers	provided and limited		
		implications.	real-world implications.	consideration for practical		
				implications.		
		5%	4%	3%	2%	1-0%
	Clarity	Logical, readily	Mostly logical,	Many logical, readily	Looks illogical, and many	Poorly organised and
	& Logic	understandable, and well-	understandable, and well-	understandable, and well-	sections are difficult to	difficult to understand.
		written throughout.	written sections. A few	written sections. Many	understand. Most sections	Lacks logic and practicality
	5%	Skilfully developed with	clarity and consistency	clarity and consistency	are not well written.	throughout. The overall
		cohesion and consistency.	issues in some sections.	issues in several sections.	Language choices are	delivery technique is poor,
		Language choices are	Language choices are	Language choices are	unclear and minimally	including the language and
		appropriate, imaginative,	appropriate and support the	mundane and commonplace	support the effectiveness of	structure of the document.
		and compelling and	effectiveness of the	but appropriate to the	the presentation. Incorrect	
		enhance the effectiveness	presentation. Correct	audience. Incorrect naming.	naming. May lack	
		of the presentation. Correct	naming. Mostly practical	Lack of practicality and	practicality and structure in	
		naming. Practical and well-	and well-structured.	structure.	most sections.	
		structured overall.				

Deliverable	Part	New Level	Excellent	Satisfactory	Unsatisfactory	Poor
		30-26%	25-22%	21-15%	14 - 10%	9-0%
Work	Content	Clearly followed the six	Followed the six key steps	Followed some of the six	Did not followed all the six	Did not follow the
Breakdown		key steps provided to	provided to complete the	key steps provided to	key steps provided to	recommended steps.
Structure	30%	complete the WBS	WBS (generally). Provided	complete the WBS.	complete the WBS	Included only a few
		(comprehensively).	most of the workstreams,	Provided many of the	(generally). Included only	workstreams, activities, and
		Provided a complete list of	activities and milestones	project workstreams,	some workstreams,	milestones (very limited
35%		activities and milestones in	involved in the project.	activities, and milestones,	activities, and milestones	scope of work provided).
		the project with appropriate	Provides the sequence for	but many others are not	(incomplete scope of work).	Major issues with activity
		naming. Identified other	most activities but not all.	included. The activity	Incomplete activity	sequencing – missing most
		activities that reflect real-	Most dependencies are well	sequencing provided is	sequencing such that not all	predecessors. The different
		world practical realities.	defined and	practical but incomplete.	predecessors were included.	dependencies were not
		Provides a complete	realistic/practical.	Activity dependencies are	Many dependencies are	considered.
		sequencing of activities (all	Considered different types	not well articulated, and	unrealistic/impractical.	
		predecessors included). The	of possible dependencies.	some maybe unrealistic.	Possible dependence types	
		dependencies are well	The WBS is mostly	Considered some types of	were not considered.	
		defined and	complete.	dependencies but many		
		realistic/practical.		possible types were		
		Considered different types		overlooked. The WBS is		
		of possible dependencies.		incomplete.		
		The WBS is complete.				
		5%	4%	3%	2%	1-0%
	Clarity	Provides a logical flow of	The flow of activities in	Provides a logical flow of	Some issues with the	Poorly organised
	& Logic	all workstreams in the entry	most workstreams is mostly	activities, but not all	overall organisation and	workstreams and activities.
		table. The activity sequence	logical. The activity	workstreams are included.	activity listing. The flow of	No logical flow of
		is sound. Activity names	sequence is sound. Activity	The activity sequencing is	activities and workstreams	activities. Poor language
	5%	are clear, precise, and	names are meaningful.	sound for most	is illogical in most cases.	choice. Poor activity
		meaningful. Language	Language choice is	workstreams though not all.	Missing some workstreams	naming. Unsound activity
		choice is appropriate to the	appropriate to the audience.	Language choice is	and activities. The project	sequencing. Overall project
		audience. The project will	The project will start and	somewhat appropriate. The	was not planned within	start and finish lie outside
		start and finish within the	finish within the planned	project will start and finish	formal start and closure	the planned dates.
		planned formal start and	formal start and closure	within the planned formal	dates.	
		closure dates.	dates.	start and closure dates.		