PROJECT MANAGEMENT RUBRIC

PROJECT NAME and PROJECT MANAGER				DATE	

REVIEWER NAME					

RUBRIC	SCORE	SCORING SCALE	TOTAL
PROFESSIONAL; Standards Met Consistently / Expectations Exceeded	4	PROFESSIONAL	55 – 60
EXPERIENCED; Standards Met Often / Frequently	3	EXPERIENCED	48 – 54
DEVELOPING; Standards Met Sometimes / Improvement Needed	2	DEVELOPING	40 – 47
NOVICE; Standards Not Met or Seldomly Met	1	NOVICE	0 – 39

PROJECT INITIATION	4	3	2	1
Expectations and outcomes clearly described				
Feasibility study completed				
Project stakeholders defined				
INITIATION TOTAL SCORE				

PROJECT PLANNING	4	3	2	1
Resources clearly identified				
Tasks / activities clearly outlined with realistic deadlines				
Project roles and responsibilities clearly defined and distributed				
PLANNING TOTAL SCORE				

PROJECT EXECUTION	4	3	2	1
Team worked effectively throughout project				
Tasks / activities completed on time				
Effectively implemented adjustments when necessary				
EXECUTION TOTAL SCORE				

CONTROL AND MONITORING	4	3	2	1
Daily and scheduled monitoring completed				
Progress reports completed				
Issues identified and addressed appropriately throughout project				
CONTROL AND MONITORING TOTAL SCORE				

PROJECT CLOSURE	4	3	2	1
All deliverables achieved on time or prior to deadline				
Provided comprehensive analysis and recommendations for improvement				
All project closing guidelines met				
CLOSURE TOTAL SCORE				

OVERALL TOTAL SCORE	

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