

PROJECT RUBRIC											
TASK	CRITERIA	SCALE						WEIGHT	MARKS		TOTAL MARKS
		0 (Very Poor)	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)		GROUP	INDIVIDUAL	
TASK 1	1. Background and Objective	Section is missing or irrelevant	Weak introduction with unclear purpose	Some context given but lacks clear linkage to project goals	Adequate explanation of project background and objectives	Clear and logical background aligned with the business need	Excellent, coherent background and objectives directly aligned with client requirements and measurable outcomes	0.8	4	20	
	2. Scope and Deliverables	Scope not defined	Very limited or unclear deliverables	Partial or vague scope coverage	Acceptable and relevant scope and deliverables	Clear, structures scope outlining key deliverables	Comprehensive and measurable scope that fully define project boundaries and expected output	0.8	4		
	3. Stakeholders and Roles	Stakeholders not identified	Minimal list, roles are unclear	Partial identification with limited responsibility description	Acceptable stakeholder list with defined roles	Clear stakeholder mapping with responsibilities and authority	Excellent stakeholder analysis and the role showing clear accountability and communication hierarchy	0.6	3		
	4. Schedule and Milestones	No timeline provided	Incomplete or unrealistic milestones	Some milestones listed but poorly sequenced	Adequate high-level schedule with basic logic	Clear schedule with well-ordered milestones	Excellent, realistic milestone plan showing clear alignment with project phases and people responsible	0.6	3		
	5. Risk Summary	No risks mentioned	Minimal or unclear risks	Limited identification, lacks mitigation details	Adequate list of preliminary risks	Clear identification with risk categories and impact level	Comprehensive and well analyze risk with impact level and proposed mitigation	0.6	3		
	6. Cost Estimation	Not included or irrelevant	Weak estimation with missing data	Partial estimate without justifications	Acceptable estimation covering key cost items	Realistic and detailed cost breakdown with assumptions	Excellent, justified cost estimate supported by resource and budget rationale.	0.6	3		
TASK 2	1. Introduction	Section missing or irrelevant	Weak or unclear background and objectives	Limited details with unclear scope	Adequate background and scope with logical flow	Clear, aligned project introduction and objectives	Excellent, cohesive background, objectives, and scope that align fully with the RFP and organizational goals.	1.2	6	60	
	2. Organization Structure & Responsibilities	Missing or irrelevant section	Unclear hierarchy or undefined roles	Partial structure with limited clarity	Acceptable organization chart and roles	Clear hierarchy and accountability establishes	Excellent structure with comprehensive RACI showing defined roles, responsibilities, and reporting relationships	1.6	8		
	3. Project Costing	No budget or unrealistic data	Weak estimation, missing resources	Partial costing without justification	Acceptable cost plan with reasonable assumptions	Detailed cost breakdown with realistic allocation	Excellent, realistic, and well-justified cost breakdown with contingency and resource mapping	1.6	8		
	4. Project Scheduling	Absent schedule	Incomplete or illogical sequence	Partial timeline lacking clarity	Adequate WBS and schedule	Logical and structured schedule with dependencies	Excellent, traceable schedule with critical path, milestones, and deliverable alignment	2	10		
	5. Risk Management	No risk section or irrelevant	Minimal risk listed, no mitigation	Limited risk list without analysis	Adequate risk with basic mitigation	Detailed risk matrix with probability and impact values	Excellent, comprehensive risk plan integrating continuous monitoring and ownership tracking	2.4	12		
	6. Project Status Review	No review plan included	Minimal review process or unclear schedule	Partial review mechanism lacking indicators	Adequate plan for regular progress reviews	Clear monitoring structure with frequency and KPIs	Excellent, well-defined review plan detailing progress indicators, tools, responsibilities, and control points.	1.6	8		
	7. Project Reporting	No reporting plan	Poorly structured reporting approach	Partial plan missing reporting frequency or format	Acceptable reporting plan with defined structure	Clear and organized reporting strategy with template and stakeholder roles	Excellent, detailed reporting plan showing stakeholder-specific formats, frequencies, and escalation channels	1.6	8		
TASK 3	1. Project Completion Criteria & Outstanding Items	No completion evidence, section missing	Minimal completion info, unclear criteria	Partial criteria, lacks accuracy	Adequate summary of completion and pending items	Clear completion status with criteria and actions identified	Comprehensive completion analysis covering objectives, deliverables, benefits and outstanding issues	1.6	8	40	
	2. Handover of Deliverables and Documentation	No hand-over plan	Minimal hand-over details	Partial handover plan with missing documentation or owners	Adequate handover for deliverables and key documents	Clear handover table with owners and transfer dates	Excellent handover plan for all deliverables and project documents showing traceability and acceptance records	1.6	8		
	3. Supplier Contract Termination Plan	No supplier information included	Minimal supplier closure activities	Partial termination plan with missing details	Adequate plan listing suppliers and termination dates	Clear plan identifying termination activities and responsibilities	Excellent closure table showing suppliers, contract refs, activities, and owners	1.2	6		
	4. Resource Release Plan (Staff & Equipment)	No resource release details	Minimal staff/equipment release activities	Partial plan with limited responsibilities or dates	Adequate plan for resource release	Clear and structured release schedule with owner responsibilities	Excellent resource release plan covering staff and equipment with dates, approvals, and handover confirmation	1.2	6		
	5. Communication Plan for Project Closure	No communication plan provided	Minimal details on target audience or methods	Partial communication plan with missing dispatch info	Adequate communication schedule for closure notification	Clear communication plan with target audience and method	Excellent communication strategy including messages, methods, dispatch dates and responsible owners	1.2	6		
	6. Peer Review	Refer to Peer Review Rubric									
									<b>TOTAL MARKS</b>	<b>120</b>	

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PEER REVIEW	1. Working with Others (Team Collaboration)	Cannot work with team; uncooperative.	Arrogant, interrupts others, disregards input.	Listens occasionally; contributes little.	Listens and contributes moderately to group tasks.	Listens actively, expands on team ideas constructively.	Demonstrates leadership and builds synergy through collaborative problem solving.	2	10
	2. Integrity and Task Completion	Does not perform assigned tasks; irresponsible.	Produces incomplete or unreliable work.	Completes tasks inconsistently or below standard.	Completes tasks but may deviate from plan.	Performs all duties responsibly with good accountability.	Fully accountable, dependable, and maintains high ethical and performance standards.	1.6	8
	3. Expecting Quality (Commitment to Excellence)	Avoids work or lowers team standards.	Accepts poor or minimal-quality output.	Encourages basic compliance without drive.	Motivates team to meet expected standards.	Promotes quality and improvement throughout the project.	Inspires peers to exceed standards and achieve professional excellence.	1.2	6
	4. Responsibility to Task (Communication & Accountability)	Never communicates; unreachable.	Rarely updates or responds to team inquiries.	Occasionally communicates but unclear or inconsistent.	Provides adequate updates and meets deadlines.	Regularly communicates progress and issues.	Inspires peers to exceed standards and achieve professional excellence.	1.2	6
<b>TOTAL MARKS</b>									<b>30</b>