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CGE Project Portfolio—Final

Guidelines and Scoring Rubric

# Purpose

The purpose of the Nurse Executive Track Concluding Graduate Experience (CGE) is to prepare the current and emerging leader for an important part of leadership practice: Leading Organizational Change. Through this point in the CGE your preparation for leading organizational change have focused on planning concepts and tools for practice change, process change, or quality improvement projects. You have explored and practiced the following project management concepts thus far:

* PICOT Development
* Project Charter
* Scope of Work
* Communication Plan
* Project Deliverables
* Critical Success Factors
* Work Breakdown Structure
* Gantt Chart
* Kickoff event and PowerPoint Presentation
* Monitor & Control
* Completion document
* Lessons learned form
* Sustainability worksheet

In the last lesson we discussed that sometimes it is necessary to hand off a project from one PM to another for a variety of reasons. Think about yourself as the leader receiving your project. What would you like to receive so that you can continue the project with little to no down time? Herein lies one purpose of the portfolio assignment. This packet of is a written history of the project that the receiving PM or project team can use to keep the project moving forward toward completion.

Another application of this exercise is related to the leader’s role in processes such as applications for accreditation, specialty certification, and regulatory review. As part of the process your organization will be required to demonstrate and provide evidence that the organization meets requirements or standards. The data and information that demonstrates that you meet the standard is often found in a variety of systems. The leader and the team must locate the information and then assemble it in a specific order as required by the accreditation or regulatory body involved. For the portfolio assignment, you are required to locate a set of documents and other information and place it in a specific order. This simulates one type of process you may encounter.

Recall that in NR631, you started assembling the portfolio by including information and documents that were part of the first CGE course. For this final portfolio assignment, you will add to what you started in NR631 by adding assignments you completed in NR632.

**Course Outcomes**

Through this assignment, the student will demonstrate the ability to:

CO: 1 - Apply evidence-based leadership skills and concepts in the execution and evaluation of an executive-level practice change project. (POs 4, 5)

CO: 6 - Create a professional portfolio that demonstrates competence in leading practice change in an organization (PO 4)

**Due Date:** Sunday at 11:59 p.m. MT of Week 7

**Total Points Possible:** 100

**Assignment Overview:**

You will be completing the portfolio that you started near the end of NR631. You will be adding the several new elements to the portfolio to complete it for the Nurse Executive CGE. Recall that NR632 has a different set of course outcomes than NR631. In the initial portfolio you included a reflection on each course outcome. You will write a reflection for each of the six course outcomes for NR632 and add those after the NR631 course outcome reflections. Then you will add the PM tools that you completed in NR632 with the exception of the kickoff PowerPoint slide deck. The portfolio should be formatted professionally and have a neat presentation. Immediately below is the list of every element that must be included in the final portfolio, in the specified order:

1. Project PICOT question
	1. Five individual PICOT elements as approved in the Week 2 discussion
	2. Narrative PICOT statement or question consistent with the PICOT element statements
2. Summary of CGE Executive Organizational Change Project Proposal
3. Literature review (summary table not required)
4. Reflection on NR631 Course Outcome (CO) achievement
	1. List each CO as a heading in proper APA format.
	2. For each CO, provide a reflective summary of how you feel you have progressed in meeting this outcome through the resources and activities of NR631.
5. Reflection on NR632 Course Outcome (CO) achievement
	1. List each CO as a heading in proper APA format.
	2. For each CO, provide a reflective summary of how you feel you have progressed in meeting this outcome through the resources and activities of NR632.
6. The following documents each included as a separate appendix in the following order
	1. PICOT Worksheet (NR631 Week 2)
	2. Project Charter (NR631 Week 3)
	3. Project Scope (NR631 Week 3)
	4. Communication Plan (NR631 Week 5)
	5. Deliverables and CSF (NR631 Week 6)
	6. Work Breakdown Structure (NR632 Week 2)
	7. Gantt Chart (NR632 Week 2)
	8. RACI Table (NR632 Week 3)
	9. Risk Register (NR632 Week 3)
	10. Monitor & Control (NR632 Week 5)
	11. Completion document (NR632 Week 6)
	12. Lessons learned form (NR632 Week 6)
	13. Project sustainability worksheet (NR632 Week 6)

**Assignment Instructions:**

1. All aspects of the portfolio must be completed.
2. Ideas and information from professional sources must be cited correctly using the current edition of the APA manual.
3. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing.

**Assignment Criteria**

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| **Category** | **Points** | **%** | **Description** |
| PICOT question | 15 | 15 | A PICOT question is present and listed in the proper PICOT format. All five elements of the PICOT are included followed by the narrative question or statement. |
| Executive CGE Project Proposal | 15 | 15 | A short abstract describing the CGE project is present. |
| Literature Review | 25 | 25 | A comprehensive literature review is present with any requested visions |
| Course Outcome Reflections | 10 | 10 | Sincere reflections on the student’s achievement of each NR631 & NR632 CO is present. |
| Project management appendices | 25 | 25 | An appendix for each project management tool listed in the assignment guidelines is present. |
| Grammar, spelling, punctuation, and APA formatting | 10 | 10 | Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition of the manual. |
| Total | 100 | 100 | A quality assignment will meet or exceed all of the above requirements. |

**GRADING RUBRIC**

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| **Assignment Criteria** | Exceptional(100%)Outstanding or highest level of performance | Exceeds(92%)Very good or high level of performance | Meets(84%)Competent or satisfactory level of performance | Developing(0)Unsatisfactory level of performance |
| **PICOT Question** | **15 Points** | **14 Points** | **13 Points** | **0 Points** |
| All five approved and properly constructed PICOT elements are presentA corresponding narrative PICOT question or statement, consistent with the PICOT elements is present | One or more PICOT element statements are not from the approved elements, ORThe narrative PICOT question/statement is not consistent with the PICOT elements | One or more PICOT element statements are not from the approved elements, ANDThe narrative PICOT question/statement is not consistent with the PICOT elements | No PICOT elements or question/statement is present |
| **Executive CGE Project Proposal** | **15 Points** | **14 Points** | **13 Points** | **0 Points** |
| A well written proposal that clearly explains the project in a way that can be understood clearly by an executive leader.The proposal includes information contained in project management tools (i.e. Project Charter, Scope of Work, etc.)Project Management tools and concepts are directly referred to in the proposal | A well written proposal that clearly explains the project in a way that can be understood clearly by an executive leader.The proposal does not include information contained in project management tools (i.e. Project Charter, Scope of Work, etc.)ORProject Management tools and concepts are not directly referred to in the proposal | The proposal is not well written and does not clearly convey the goals and scope of the project in a way that would be understood by an executive leaderAND EITHER:The proposal does not include information contained in project management tools (i.e. Project Charter, Scope of Work, etc.)ORProject Management tools and concepts are not directly referred to in the proposal | No proposal is present |
| **Literature Review** | **25 points** | **23 Points** | **21 Points** | **0 Points** |
| Well-written and comprehensive literature review with at least 10 scholarly sources and with revisions as recommended by instructor (if any) are present | Literature review included but either lacks the 10 required scholarly sources **OR** instructor-suggested revisions (if any) not made | Literature review present but falls short of the 10 required scholarly sources **AND** does not make revisions recommended by instructor | Does not include a literature review |
| **Course Outcome Reflections** | **10 points** | **9 Points** | **8 Points** | **0 Points** |
| Includes sincere reflective summary of progress toward achievement of each CO for BOTH NR631 & NR632 course outcomes | Includes sincere reflective summary of progress toward achievement of all NR631 course outcomes but only 4-5 NR632 COs | Includes sincere reflective summary of progress toward achievement of all NR631 course outcomes but only 1-3 NR632 COs | Does not make any attempt to reflect on achievement of NR632 COs |
| **Project Management Appendices** | **25 Points** | **23 Points** | **21 Points** | **0 Points** |
| All 13 project management appendices completed and present with any requested revisions | 8-12 project management appendices complete and present with any requested revisions | Seven or fewer project management appendices complete and present with any requested revisions | No project management appendices present |
| **Format****Possible Points = 10** |  |  |  |  |
| Grammar, spelling, punctuation, references, citations, and APA formatting | **10 Points** | **9 Points** | **8 Points** | **0 Points** |
| No grammar, spelling, punctuation, reference, or citation errors and are consistent with formal academic writing and APA format, as expressed in the current edition | 1-2 grammar, spelling, punctuation, reference, or citation error that is consistent with formal academic writing and APA format, as expressed in the current edition. | 3-5 grammar, spelling, punctuation, reference, or citation errors that are consistent with formal academic writing and APA format, as expressed in the current edition. | >10 grammar, spelling, punctuation, reference, or citation errors; is not consistent with formal academic writing and APA format, as expressed in the current edition. |