**Week 3 Assignment: Project Scope and Charter**

**Guideline and Rubric**

# Purpose

This assignment is designed to help students lay the groundwork for their project plan with the help of mentors and professors. The mentor becomes a team member for the project that the student will manage. The student will identify the stakeholders, project priority, how the **measurable goals** will be met for a successful project, and who will receive the report of the results of the project. The scope document describes the parameters of the project, including **what can and cannot be accomplished** and the **measurable objectives and outcome measures**. The project charter describes and defines the project. When the sponsor signs off on the project, it becomes the document that authorizes the project.

In Week 3, you will complete a simple project scope and charter using information about your project. You will complete the documents or statements by filling in the requested information about your project. The project scope has an approval section, but this is not an official approval required by your organization (unless your organization requires such approval). The approval section may list you as the project manager and your mentor as the sponsor, or it may contain actual PM and sponsor information if appropriate.

# Course Learning Outcomes

Through this assignment, you will address the following course learning outcomes:

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

CO 4: Apply evidence-based fiscal principles that contribute to the creation of a caring environment characterized by high quality, safe, patient-centered care. (PO 1, 2, 4, 5)

**Due Date: Sunday 11:59 p.m. MT at the end of Week 3**

# Total Points Possible: 100 points

# Assignment Overview

1. Complete the Project Scope document.
2. Complete the Project Charter document.
3. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 7th edition.

# Assignment Instructions

1. All aspects of the Project Scope document must be completed
2. All aspects of the Project Chart document must be completed
3. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing.

# Revision Process

If you do not receive at least a **proficient rating** in any **content** category, you can re-submit your assignment with revision to that content category to improve the points earned within that specific section. Please note the following guidelines:

* + After receiving your assignment grade, you have **one** opportunity to resubmit.
	+ In order to resubmit, your initial submission must have been a complete assignment. Rough drafts will not be graded or allowed for resubmission.
	+ Only **content** sections that did not receive at least a proficient rating with the first submission may be revised to earn a better score in that content category. APA format and writing style will not be re-graded.
	+ Points possible for revised and resubmitted work will not exceed the “proficient” rubric category (84%).
	+ Any revision must be submitted for re-evaluation within 7 days after the assignment grade is posted. For example, if your assignment grade is posted on Friday at 12 noon MT, you have until the following Friday at 12 noon MT to resubmit any content area that did not earn a proficient rating.
	+ Within 7 days from your resubmission, the class instructor will post your score for the resubmitted work.

**Steps to follow for resubmission** **of a content section within an assignment that did not earn a proficient rating on the rubric:**

* Contact your class instructor privately via email, phone, or Canvas private message to inform him/her that you plan to resubmit a content section of the assignment that did not receive a proficient rating on the rubric.
* Submit the assignment in its entirety (including the rewritten content section) within 7 days of the original assignment grade being posted.

# Assignment Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment Criteria | Points | % | Description |
| Project Scope document contains the organization’s mission statement, all objectives are measurable, and a completion date; document instructions are removed. | 20 | 20% | Project Scope document contains the organization’s mission statement, all objectives are measurable, and a completion date; document instructions are removed. |
| Project Scope document thoroughly describes the measures of success including metrics, assumptions, and constraints. | 20 | 20% | Project Scope document thoroughly describes the measures of success including metrics, assumptions, and constraints. |
| Project Charter contains appropriate budget information. | 25 | 25% | Project Charter contains appropriate budget information. The budget should contain a minimum of 5 line items (as many as appropriate) with actual dollar amounts that provides an estimate of total project cost. |
| Project Charter thoroughly describes the approach | 10 | 10% | Project Charter thoroughly describes the approach |
| Project Charter lists all of the roles and responsibilities of each team member and comments from each team member and/or stakeholder | 20 | 20% | Project Charter lists all of the roles and responsibilities of each team member and includes comments from each team member or project stakeholder. |
| Grammar, Spelling, Syntax, and Punctuation  | 5 | 5% | Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the 6th edition. |
| Total | 100 | 100% | A quality assignment will meet or exceed the above requirements. |

#  Grading Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Distinguished(100%) | Exceeds(92%) | Proficient(84%) | Needs Improvement(0%) |
| Project Scope document contains the organization’s mission statement, appropriate and measurably stated project objectives, and a completion date. Document instructions are removed. | 20 Points  | 18 Points  | 16 Points  | 0 Points  |
| Project Scope document contains all of the following:* Project Information (name, PM, sponsor, priority)
* Organization mission statement
* Measurable Project Objectives

Completion Date | Project Scope document is missing one of the following:* Project Information (name, PM, sponsor, priority)
* Organization mission statement
* Measurable Project Objectives

Completion Date | Project Scope document is missing two or more of the following:* Project Information (name, PM, sponsor, priority)
* Organization mission statement
* Measurable Project Objectives

Completion Date | Project Scope not submitted |
| Project Scope document includes all of the following:* Justification
* Implementation strategy
* Project Resources
* Measures of success
* Assumptions
* Constraints
 | 20 Points  | 18 Points  | 16 Points  | 0 Points  |
| Scope document includes all the following:* Justification
* Implementation strategy
* Project Resources
* Measures of success
* Assumptions

Constraints | Scope document is missing one of the following:* Justification
* Implementation strategy
* Project Resources
* Measures of success
* Assumptions

Constraints | Scope document is missing 2 or more of the following:* Justification
* Implementation strategy
* Project Resources
* Measures of success
* Assumptions

Constraints | Project Scope not submitted |
| Project Charter contains appropriate budget information. | 25 Points  | 24 Points  | 23 Points  | 0 Points  |
| Project charter contains a detailed budget with a minimum of 5 budget line items describing expenses related to the project. The budget is detailed enough to allow for variance analysis later in the project. | Project charter contains limited budget information with less than 5 budget line items that is not detailed enough to allow for variance analysis and/or status updates later in the project. | Project charter addresses the topic of a budget in general terms but does not include budget items that should be listed and would normally be associated with the project.  | Project charter contains no budget information or states the project will not cost anything or is “budget neutral.” |
| Project Charter thoroughly describes the approach. | 10 Points  | 9 Points  | 8 Points  | 0 Points  |
| Project charter thoroughly describes the approach. | Project charter provides a description of the approach that is limited and should provide more detail. | The approach described in the project charter is not consistent with the intent of the project. | Project charter does not describe the approach. |
| Project Charter lists all of the roles and responsibilities of each team member Project Charter lists all of the roles and responsibilities of each team member and comments from each team member and/or stakeholder. | 20 Points  | 18 Points  | 16 Points  | 0 Points  |
| Project charter lists all of the roles and responsibilities of each team member and includes comments about the project from each team member and project stakeholder. | Project charter lists most of the roles and responsibilities that would reasonably be required for the project. Comments from each person/role is included. | Project charter is missing team members or stakeholders that would reasonably be assumed should be listed, OR, comments from every person/role listed is not included. | Neither the roles and responsibilities NOR the comments section are completed. |
| Grammar, Spelling, Punctuation, References, Citations, and APA Formatting | 5 Points  | 4 Points  | 3 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. | More than 5 grammar, spelling, punctuation, reference, or citation errors; is not consistent with formal academic writing and APA format, as expressed in the current edition. |