**Week 5 Assignment: Communication Plan**

**Guideline and Rubric**

# Purpose

In this assignment, students act as project manager to develop and facilitate project communication, including the variety of communication needs for all team members and stakeholders. The project manager is responsible for all project communication. The communication plan the project manager develops and disseminates must detail the types of communication expected throughout the project. It is important to determine all persons, teams, and entities, both internal and external, that you will need to communicate with over the course of your project. It also documents how the information and reports will be shared and when. The deliverable for this assignment will be completion and submission of a communication plan template.

# 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 2: Develop an evidence-based foundation to lead organizational change using current knowledge, standards of practice, and research from current literature. (PO 4, 5)

**Due Date: Sunday 11:59 p.m. MT at the end of Week 5**

# Total Points Possible: 50 Points

# Assignment Overview

1. Complete the Communication Plan document. Create an exhaustive list of every person, team, or entity, both internal and external, that needs to be updated or communicated with regarding the project.
2. Grammar, spelling, punctuation, references, and citations must be consistent with formal academic writing and APA format as expressed in the current edition of the manual.

# Assignment Instructions

1. All communications used during the project must be identified and detailed in your communication plan.
2. Grammar, spelling, punctuation, references, and citations must be 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 |
| All of the communication and communication formats used for the project are contained in the communication plan. | 40 | 80% | A comprehensive and exhaustive list of all parties with whom communication about the project is created. All of the communication and communication formats used for the project are contained in the communication plan. |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition of the manual. A professional paper follows guidelines found in Writing a Professional Paper | 10 | 20% | 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 | 50 | 100% | A quality assignment will meet or exceed the above requirements. |

# Grading Rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment Criteria | Distinguished  (100%) | Exceeds  (92%) | Proficient  (84%) | Needs Improvement  (0%) |
| All of the communication and communication formats used for the project are contained in the communication plan. The communication plan followed the appendix format. The document is attached as an appendix to the professional paper. | 40 Points | 37 Points | 34 Points | 0 Points |
| A comprehensive and exhaustive list of parties with whom communication will be needed is present  The following are included for each party listed in the first column:   * Preferred communication format * Timing of communication * Report prepared by | A detailed list of parties with whom communication will be needed is present but fails to list some key stakeholders.  The following are included for each party listed in the first column:   * Preferred communication format * Timing of communication * Report prepared by | A minimal list of parties with whom communication will be needed is present. Several obvious stakeholders are missing  **OR,**  Cells in some of the following areas are left blank:   * Preferred communication format * Timing of communication * Report prepared by | The communication plan is not completed and submitted | |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition of the manual. | 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. | 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. | |