**Week 5 Assignment:**

**Monitor and Control Guidelines and 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 has 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

The monitoring and controlling of processes and outputs are critical to the success of the project. It is the responsibility of the leader to measure the progress toward achieving the objectives while monitoring any deviations from the plan and initiating immediate corrective action to avert negative consequences to the project. The leader must make sure that the I’s are dotted and the T’s are crossed.

For this week’s assignment, you will use the Monitor and Control Template and input data into the table regarding important knowledge areas of the project that require thought about monitor and control.

# Course Outcomes

This activity enables you to meet the following course outcome(s):

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

# Due Date

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

# Total Points Possible

50 points

# Assignment Overview

All of the monitoring and controlling strategies used during the project must be identified in the Monitor and Control document. The Monitor and Control template provided allows the you to present this information in an organized and visually appealing table format. Project management knowledge areas are provided within the template; each knowledge area is to be addressed according to the following:

* Monitoring and Controlling Process
* Monitoring and Controlling Outputs
* Frequency
* Detailed Description of F or E Ratings

A written summary must be included at the bottom of the template (please see directives below the frequency key).

# Assignment Instructions

* Abide by the Chamberlain College of Nursing Academic Integrity Policy.
* Create the assignment using the template provided.
* If sources are used, sources older than five years may not be used without the permission of the class professor.
* Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition.

# 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 |
| Monitoring and Controlling Process | 10 | 10% | In this section, you will:   * Address all nine knowledge areas. * All knowledge areas contain a thoughtful and accurate summary of the process. |
| Monitoring and Controlling Outputs | 10 | 10% | In this section, you will:   * Thoroughly reflect the monitoring and controlling outputs. * Address all knowledge areas. |
| Frequency | 5 | 5% | In this section, you will:   * Identify frequencies for each knowledge area. * Use frequencies from the key (located on the template). |
| Detailed Description of F or E Ratings | 10 | 10% | In this section, you will:   * All occurrences rated as frequent (F) or excessive (E) contain a description. * Description is thorough including details specific to the knowledge area. |
| Summary | 10 | 10% | In this section, you will:   * Include a summary paragraph. * Summary describes the results of the monitoring and controlling of processes and outputs that you conducted during your project. |
| Graduate-Level Writing Style | 5 | 5% | For full credit in this section, the following criteria must be met:   * Correct use of spelling, grammar, punctuation, sentence and paragraph structure * Clarity, organization, and logical flow of ideas within writing * Scholarly, professional writing tone * Synthesis of information with no more than one short direct quote (15 words or less) |
| Assignment Template | It is an expectation that the assignment template is used.  If the above expectation is not met, 5 points shall be deducted. | | |
| 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%) |
| Monitoring and Controlling Process | **10 Points** | **9 Points** | **8 Points** | **0 Points** |
| Thoruoghly addresses the project monitoring and controlling process as evidenced by all of the following:   * Address all nine knowledge areas. * All knowledge areas contain a thoughtful and accurate summary of the process. | Partially addresses the project monitoring and controlling processes as evidenced by:   * One or more of the monitoring and controlling process summaries are superficial in nature.   OR:   * One or more knowledge areas are not addressed. | Partially addresses the project monitoring and controlling processes as evidenced by:   * One or more of the monitoring and controlling process summaries are superficial in nature.   AND:   * One or more knowledge areas are not addressed. | The process column does not contain any information. |
| Monitoring and Controlling Outputs | **10 Points** | **9 Points** | **8 Points** | **0 Points** |
| Thoruoghly addresses the project monitoring and controlling outputs as evidenced by all of the following:   * Address all nine knowledge areas. * Identifies two or more outputs for each knowledge area. | Partially addresses the project monitoring and controlling outputs as evidenced by:   * One or more of the monitoring and controlling knowledge areas contain less than two outputs.   OR:   * One or more knowledge areas are not addressed (note: entry of N/A = area not addressed). | Partially addresses the project monitoring and controlling outputs as evidenced by:   * One or more of the monitoring and controlling knowledge areas contain less than two outputs.   AND:   * One or more knowledge areas are not addressed (note: entry of N/A = area not addressed). | Output column does not contain any information. |
| Frequency | **5 Points** | **4 Points** | **3 Points** | **0 Points** |
| Thoroughly addresses monitoring and controlling frequencies as evidenced by:  • Identify frequencies for each knowledge area.  • Use frequencies from the key. | Partially addresses monitoring and controlling frequencies as evidenced by:  • One or more knowledge areas missing appropriate frequency designation.  Or:   * Frequency codes from the frequency key are not used. | Partially addresses monitoring and controlling frequencies as evidenced by:  • One or more knowledge areas missing appropriate frequency designation.  AND:   * Frequency codes from the frequency key are not used. | No frequencies are present. |
| Detailed Description of F or E Ratings | **10 Points** | **9 Points** | **8 Points** | **0 Points** |
| Thoroughly addresses monitoring and controlling descriptions as evidenced by:   * All occurrences rated as frequent (F) or excessive (E) contain a description. * Description is thorough including details specific to the knowledge area. | Partially addresses monitoring and controlling descriptions as evidenced by:   * One or more occurrences rated as frequent (F) or excessive (E) do not contain a description.   OR:   * One ore more descriptions do not include details specific to the knowledge area. | Partially addresses monitoring and controlling descriptions as evidenced by:   * One or more occurrences rated as frequent (F) or excessive (E) do not contain a description.   AND:   * One ore more descriptions do not include details specific to the knowledge area. | There are no detailed descriptions for frequencies rated as frequent (F) or excessive (E). |
| Summary | **10 Points** | **Points** | **8 Points** | **0 Points** |
| Distinguished presentation of information evidenced by **all of the following areas** covered in a comprehensive and concise manner:   * Include a summary paragraph. * Summary describes the results of the monitoring and controlling of processes and outputs that you conducted during your project. | Presentation of information exceeds expectations evidenced by most content covered in a comprehensive and concise manner, but with **one area where coverage is superficial:**   * Include a summary paragraph. * Summary describes the results of the monitoring and controlling of processes and outputs that you conducted during your project. | Proficient presentation of information evidenced by content covered in a **limited or superficial manner in two or more** of the areas:   * Include a summary paragraph. * Summary describes the results of the monitoring and controlling of processes and outputs that you conducted during your project. | No summary is provided. |
| Graduate-Level Writing Style | **5 Points** | **4 Points** | **3 Points** | **Points** |
| Distinguished graduate-level writing style is evidenced by meeting all of the following criteria with 0-1 errors total:   * Correct use of spelling, grammar, punctuation, sentence and paragraph structure * Clarity, organization, and logical flow of ideas within writing * Scholarly, professional writing tone * Synthesis of information with no more than one short direct quote (15 words or less) | Graduate-level writing style exceeds expectations as evidenced by meeting the following criteria with 2-4 errors total:   * Correct use of spelling, grammar, punctuation, sentence and paragraph structure * Clarity, organization, and logical flow of ideas within writing * Scholarly, professional writing tone * Synthesis of information with no more than one short direct quote (15 words or less) | Proficient graduate-level writing style is evidenced by meeting the following criteria with 5-7 errors total:   * Correct use of spelling, grammar, punctuation, sentence and paragraph structure * Clarity, organization, and logical flow of ideas within writing * Scholarly, professional writing tone * Synthesis of information with no more than one short direct quote (15 words or less) | Graduate-level writing style needs improvement as evidenced by meeting the following criteria with 8 or more errors total:   * Correct use of spelling, grammar, punctuation, sentence and paragraph structure * Clarity, organization, and logical flow of ideas within writing * Scholarly, professional writing tone * Synthesis of information with no more than one short direct quote (15 words or less) |
| Assignment Template | **0 Points Deducted** |  | | **5 Points Deducted** |
| The assignment template is used. | The assignment template is not used. |