**Week 6 Assignment: Deliverables and Critical Success Factors (CSF)**

**Guideline and Rubric**

# Purpose

It is important for a project manager to know and track every deliverable as well as the critical success factors (CSFs). Always remember to plan, plan, and plan again. Making sure that you have identified and listed every deliverable as well as defining the CSFs is time well spent. The time you spend thinking and discussing can be classified as scientific or technological exploration or investigation.

Each deliverable must be known and is discussed in the scope document. These are critical to identify to move forward with the project plan and ensure a successful project. If a deliverable is overlooked and left out, the project will be considered a failure. The deliverables are related to the work of the project. It is through the project activities that the deliverables are completed or developed. A deliverable could be something that was completed (if it was a service performed) or developed (if it was a new software package). No matter what the deliverable is, there is work associated with the development. For you to proceed with your work-breakdown structures and completion milestones, you must know what needs to be done. Review and re-review to glean every deliverable. This is why it is so important to **reflect on all of the deliverables at this point in the management of your project.**

The CSFs are those characteristics or attributes that are essential for your project to succeed. According to Sipes, “There are the few key areas where things ‘must go right’ for the business to flourish” (p. 112). Examples of how to complete the forms can be found in the course textbook, *Project Management for the Advanced Practice Nurse*, on p. 112 (Tables 4.7 and 4.8). Review your project documents and analyze your data to determine your CSFs. Be sure to include metrics**. If metrics are not included, you will not be able to measure or evaluate your project in Phase 5.** What is the scope of your project, and how will you collect the required data?

Work with your mentor to complete the deliverables and CSF documents. It is always better to have more input rather than less. Discuss and seek consensus with your mentor on the deliverables and CSFs for your project. To assist you, there is a document you will use to develop this part of the project planning process.

# 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 6**

# Total Points Possible: 100 Points

# Assignment Overview

1. Complete the Deliverables and CSF document.
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 project deliverables must be identified and listed in the Deliverables and CSF document.
2. All CSFs must be identified and listed in the Deliverables and CSF document. Metrics must be included.
3. 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

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| --- | --- | --- | --- |
| Assessment Criteria | Points | % | Description |
| All deliverables listed, including scope, charter, and all tools | 45 | 45% | All deliverables listed and described in relation to the project, including scope, charter, and all tools. |
| All CSFs listed and relevance to project explained | 45 | 45% | All CSFs critical to the project listed and relevance to project explained, and each includes metrics for evaluation. |
| Grammar, spelling, punctuation, references, citations, and APA formatting | 10 | 10% | Grammar, spelling, punctuation, references, and citations consistent with formal academic writing and APA format as expressed in the current edition of the manual. Professional paper follows guidelines found in Writing a Professional Paper. |
| 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%) |
| All deliverables listed and described in relation to the project, including scope, charter, and all tools | 45 Points | 42 Points | 38 Points | 0 Points |
| Ten or more deliverables are listed and described in relation to the project. | 7-9 deliverables listed and described in relation to the project. | Less than 7 deliverables listed and/or described in relation to the project. | No deliverables or descriptions listed |
| All CSFs critical to the project listed and relevance to project explained, and each includes metrics for evaluation | 45 Points | 42 Points | 38 Points | 0 Points |
| At least 5 properly worded CSF are listed and include a metric that can be used to measure progress or success. | At least 4 properly worded CSF are listed and include a metric that can be used to measure progress or success. | Less than 4 properly worded CSF are listed and include a metric that can be used to measure progress or success. | No CSFs listed |
| Grammar, spelling, punctuation, references, and citations 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, citation, or APA errors | 1 grammar, spelling, punctuation, reference, citation, or APA error | 2 grammar, spelling, punctuation, reference, citation, or APA errors | 3 or more total grammar, spelling, punctuation, reference, citation, or APA errors |