

Staffing and Communications Management Plan Scoring Guide

CRITERIA	NON-PERFORMANCE	BASIC	PROFICIENT	DISTINGUISHED
Describe staff acquisition requirements, process, training needs, and recognition and rewards.	Does not describe staff acquisition requirements, process, training needs, and recognition and rewards.	Describes staff acquisition requirements and process but does not indicate training needs or plan for recognition and rewards.	Describes staff acquisition requirements, process, training needs, and recognition and rewards.	Describes process for specific skill set requirements for staff acquisition and training needs that impact projected costs, and plans for motivational recognition and rewards.
Create an organizational chart to identify and analyze stakeholders (their level of engagement and interest in the project).	Does not create an organizational chart to identify and analyze stakeholders.	Creates an organizational chart to identify stakeholders but does not analyze them.	Creates an organizational chart to identify and analyze stakeholders (their level of engagement and interest in the project).	Creates an organizational chart to identify and analyze stakeholders (their level of engagement and interest in the project); identifies team members able to manage more than one role.
Develop a timetable for the project.	Does not develop a timetable for the project.	Develops a timetable for the project but does not include detail for deliverables.	Develops a timetable for the project.	Develops a timetable for the project, includes deliverables by role, and identifies areas of overlapping work or redundancy.
Describe release criteria.	Does not describe release criteria.	Identifies release criteria that may not directly relate to the product.	Describes release criteria.	Describes specific release criteria to meet stated project outcomes and satisfy all stakeholder expectations.
Explain the safety component.	Does not explain the safety component.	Cites the importance of a safety plan but does not explain the safety component for the project.	Explains the safety component.	Explains the safety component and how identifying safety concerns demonstrates employee value.
Explain the purpose and rationale of the communications management plan.	Does not explain the purpose and rationale of the communications management plan.	Cites the importance but not the rationale for the communications management plan.	Explains the purpose and rationale of the communications management plan.	Explains the rationale for the communications management plan and how the plan helps the organization achieve the business goals.

CRITERIA	NON-PERFORMANCE	BASIC	PROFICIENT	DISTINGUISHED
Describe the communication form and frequency requirements and expectations.	Does not describe the communication form and frequency requirements and expectations.	Cites the importance of communication but does not specify either the communication form and frequency requirements or expectations.	Describes the communication form and frequency requirements and expectations.	Describes the communication form and frequency requirements and expectations in a way that avoids confusion and time drains and maximizes productivity.
Describe communication responsibilities of team members.	Does not describe the communication responsibilities of team members.	Cites the importance of team communication but does not specify communication responsibilities.	Describes the communication responsibilities of team members.	Describes the communication responsibilities of individual team members, and clearly details responsibility by role.