

QSO 645 Milestone Two Guidelines and Rubric

Overview: The purpose of Milestone Two is to help you prepare for the final project by allowing you to review specific elements of your chosen project. You will describe, assess, and evaluate planning, budget, and risk measures taken in the project, and you will consider areas that were handled well and specific areas where improvements could have been made. You are expected to gather information from both the course and outside resources to assist in preparation for your thorough assessment of all knowledge areas at the end of the course. Once complete, this milestone will become a component of the final project.

Prompt: Examine the planning measures that were used in the project, assess the budget of the project, and identify major project risks and corresponding control tactics.

Specifically, the following **critical elements** must be addressed:

IV. Planning measures

- A. Describe how the **schedule** was executed and managed, including specific planning measures that were utilized during the project.
- B. Assess any **discrepancies** in the timeline, and explain how the project manager could have handled or avoided them.

V. Budget

- A. Assess the budget of the project, including a description of **efficiencies and inefficiencies** in how the budget was managed.
- B. Explain possible contingency **allotments and limitations**.
- C. Recommend any **adjustments** to the budget that were necessary, providing reasoning.

VI. Risks and control tactics

- A. Evaluate the **risk response planning** executed based on the major project risks and control tactics, and explain the missed and exploited opportunities in the project.
- B. Summarize qualitative and quantitative **measurements** of major project risks.

Rubric

Guidelines for Submission: Your paper should be a 4- to 5-page Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and at least three sources cited in APA format.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Planning Measures: Schedule	Describes how the schedule was executed and managed, including specific planning measures that were utilized during the project	Describes how the schedule was executed and managed, but description is lacking detail or contains inaccuracies	Does not describe how the schedule was executed and managed	12
Planning Measures: Discrepancies	Assesses any discrepancies in the timeline, and explains how the project manager could have handled or avoided them	Assesses any discrepancies in the timeline, but assessment is cursory, lacks explanation of how they could have been handled or avoided, or contains inaccuracies	Does not assess discrepancies in the timeline	12
Budget: Efficiencies and Inefficiencies	Assesses the budget of the project, including a description of efficiencies and inefficiencies in how the budget was managed	Assesses the budget of the project, including a description of efficiencies and inefficiencies in how the budget was managed, but assessment is cursory, or description is incomplete or contains inaccuracies	Does not assess the budget of the project, including a description of efficiencies and inefficiencies in how the budget was managed	15
Budget: Allotments and Limitations	Explains possible contingency allotments and limitations	Explains contingency allotments and limitations, but explanation is inappropriate or cursory or contains inaccuracies	Does not explain contingency allotments and limitations	12
Budget: Adjustments	Recommends any adjustments to the budget that were necessary, providing reasoning	Recommends adjustments to the budget, but recommendations are unnecessary or inappropriate, incomplete, without reason, or contain inaccuracies	Does not recommend adjustments to the budget	15
Risk and Control Tactics: Risk Response Planning	Evaluates the risk response planning executed based on the major project risks and control tactics, and explains the missed and exploited opportunities in the project	Evaluates the risk response planning executed, and explains the missed and exploited opportunities in the project, but evaluation is cursory, not based on project risks or control tactics, or contains inaccuracies	Does not evaluate the risk response planning executed and does not explain the missed and exploited opportunities in the project	12

<p>Risk and Control Tactics: Measurements</p>	<p>Summarizes qualitative and quantitative measurements of major project risks</p>	<p>Summarizes qualitative and quantitative measurements of major project risks, but summary is incomplete or lacking detail or contains inaccuracies</p>	<p>Does not summarize qualitative and quantitative measurements of major project risks</p>	<p>15</p>
<p>Articulation of Response</p>	<p>Submission has no major errors related to citations, grammar, spelling, syntax, or organization</p>	<p>Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas</p>	<p>Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas</p>	<p>7</p>
<p>Total</p>				<p>100%</p>