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CGE Project Portfolio—Part I

Guidelines and Scoring Rubric

**Purpose**

This assignment allows the student to assemble his or her CGE portfolio with the project management components and activities completed to this point. You will build on this assignment at the conclusion of the CGE II course to create a complete portfolio.

**Due Date:** Wednesday at 11:59 p.m. MT of Week 8

**Total Points Possible: 100**

**Requirements**

1. Complete the portfolio.

**Elements of Portfolio**

The student is responsible for the development of a CGE portfolio that includes the following elements in the following order.

1. Project PICOT question
2. Abstract summary of project topic (approximately 500 words)
3. Literature review (may be copied and pasted from the Week 3 assignment with revisions as necessary)
4. Reflection on Course Outcome (CO) achievement
   1. List each CO as a heading in proper APA format.
   2. For each CO, provide a reflective summary of how you feel you have progressed in meeting this outcome through the resources and activities of NR631.
5. Scholarly application sections of the following (in order) project management tools (may be copied and pasted from those assignments with revisions as necessary)
   1. Project Charter (Week 2)
   2. Project Scope (Week 2)
   3. Communication Plan (Week 4)
   4. Deliverables and CSF (Week 5)
   5. Work Breakdown Structure (Week 6)
   6. Gantt Chart (Week 6)
   7. RACI (Week 7)
   8. Risk Register (Week 7)
6. The following documents included as separate appendices in the following order
   1. Learning Agreement
      1. Signed (verified) by both student and mentor
      2. Reflective summary of progress through the end of CGE I
   2. Signed CGE activity log with a minimum of 72 hours
   3. Project Charter (Week 2)
   4. Project Scope (Week 2)
   5. Communication Plan (Week 4)
   6. Deliverables and CSF (Week 5)
   7. Work Breakdown Structure (Week 6)
   8. Gantt Chart (Week 6)
   9. RACI (Week 7)
   10. Risk Register (Week 7)

2. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition of the manual.

**PREPARING THE PAPER**

1. All aspects of the portfolio must be completed.
2. Ideas and information from professional sources must be cited correctly using the current edition of the APA manual.
3. Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing.

**Assignment Criteria**

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| --- | --- | --- | --- |
| **Category** | **Points** | **%** | **Description** |
| PICOT question | 15 | 15 | A PICOT question is present and listed in the proper PICOT format. All elements of the PICOT are included. |
| Project Abstract | 10 | 10 | A short abstract describing the CGE project is present. |
| Literature Review | 35 | 35 | A comprehensive literature review is present. |
| Course Outcome Reflections | 10 | 10 | Sincere reflections on the student’s achievement of each NR631 CO is present. |
| Scholarly application of project management tools | 10 | 10 | The student included a scholarly writing application for each of the project management tools listed in the guidelines. |
| Project management appendices | 10 | 10 | An appendix for each project management tool listed in the assignment guidelines is present. |
| Grammar, spelling, punctuation, and APA formatting | 10 | 10 | 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 | 100 | 100 | A quality assignment will meet or exceed all of the above requirements. |

**GRADING RUBRIC**

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| --- | --- | --- | --- | --- | --- |
| **Assignment Criteria** | Exceptional  (100%)  Outstanding or highest level of performance | Exceeds  (88%)  Very good or high level of performance | Meets  (80%)  Competent or satisfactory level of performance | Needs Improvement  (38%)  Poor or failing level of performance | Developing  (0)  Unsatisfactory level of performance |
| **Content**  **Possible Points = 175** |  |  |  |  |  |
| **PICOT Question** | **15 Points** | **13 Points** | **12 Points** | **6 Points** | **0 Points** |
| PICOT present and includes all five elements properly written | Only four PICOT elements present | Only three PICOT elements present | Only one or two PICOT elements present | No attempt to include PICOT made |
| **Project Abstract** | **10 Points** |  |  |  | **0 Points** |
| A succinct and well-written abstract describing CGE project included |  |  |  | No attempt to include an abstract of CGE project made |
| **Literature Review** | **35 points** | **31 Points** | **28 Points** | **13 Points** | **0 Points** |
| Well-written and comprehensive literature review with at least 15 scholarly sources and with revisions as recommended by instructor (if any) are present | Literature review included but either lacks the necessary 15 required scholarly sources or instructor-suggested revisions (if any) not made | Literature review present but falls short of the 15 required scholarly sources and does not make revisions recommended by instructor | Reference list includes sources not cited in the literature review (consider also submitting an academic integrity violation for padding the reference list) | Does not include a literature review |
| **Course Outcome Reflections** | **10 points** | **9 Points** | **8 Points** | **4 Points** | **0 Points** |
| Includes sincere reflective summary of progress toward achievement of each CO | Includes sincere reflective summary of progress toward achievement of 5–6 COs | Includes sincere reflective summary of progress toward achievement of 3–4 COs | Includes sincere reflective summary of progress toward achievement of 1–2 COs | Does not make any attempt to reflect on achievement of COs |
| **Scholarly application of project management tools** | **10 Points** | **9 Points** | **8 Points** | **4 Points** | **0 Points** |
| Scholarly application sections that address all eight project management tools included | Scholarly application sections that address all 6–7 project management tools included | Scholarly application sections that address all 4–5 project management tools included | Scholarly application sections that address 1–3 project management tools included | Does not include any scholarly application for project management tools |
| **Project Management Appendices** | **10 Points** | **9 Points** | **8 Points** | **4 Points** | **0 Points** |
| All eight project management appendices completed and present | 6–7 project management appendices complete and present | 4–5 project management appendices complete and present | 1–3 project management appendices complete and present | No project management appendices present |
| **Content Subtotal** | | |  |  | **\_\_\_\_\_ of 90 Points** |
| **Format**  **Possible Points = 25** |  |  |  |  |  |
| Grammar, spelling, punctuation, references, citations, and APA formatting | **10 Points** | **9 Points** | **8 Points** | **4 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 | One grammar, spelling, punctuation, reference, or citation error that is consistent with formal academic writing and APA format, as expressed in the current edition. | Two grammar, spelling, punctuation, reference, or citation errors that are consistent with formal academic writing and APA format, as expressed in the current edition. | Three grammar, spelling, punctuation, reference, or citation errors; is not consistent with formal academic writing and APA format, as expressed in the current edition. | Four grammar, spelling, punctuation, reference, or citation errors; is not consistent with formal academic writing and APA format, as expressed in the current edition. |
| **Format Subtotal** | | |  | **\_\_\_\_\_ of 10 Points** | |
| **Total Points** | | |  |  | **\_\_\_\_\_ of 100 Points** |