

## Proposal Memorandum Scoring Rubric

	Very Good	Expected	Acceptable	Unsatisfactory
<b>Problem Description</b> <input type="checkbox"/> Clearly and concisely summarize the real-world problem to be solved or the purpose of the program <input type="checkbox"/> State the problem in domain terms – not in programming terms	Real-world problem addressed and solution not obvious	Real-world problem addressed but lacks interesting GUI challenges	Problem already solved by off-the-shelf commercially available software	Problem or purpose of the program not identified
<b>Program Scope</b> <input type="checkbox"/> Define the scope of the project narrow enough to make it suitable for a CS 446 project <input type="checkbox"/> Include sufficient details of what will be implemented and what will be left out	Scope well specified and doable in one quarter	Scope is partially specified and doable in one quarter	Scope as specified is too hard to implement in one quarter	Scope not addressed
<b>Users and Tasks</b> <input type="checkbox"/> Identify the kind of user(s) who will use the program <input type="checkbox"/> Give examples of typical tasks these users will use the program to accomplish	Well-defined user <i>and</i> At least three tasks identified	User is ill-defined <i>or</i> typical tasks not specified	User is ill-defined <i>and</i> typical tasks not specified	User? What user. I am writing the program for myself!
<b>Implementation Difficulties</b> <input type="checkbox"/> Identifies difficulties or problems foreseen with project <input type="checkbox"/> Identifies strategies for dealing with these problems	Difficulties identified and strategies well thought out	Some major difficulties left out <i>or</i> Strategies left out	Did not address a major implementation difficulty	Issue not addressed
<b>Spelling and Grammar</b> <input type="checkbox"/> Use MS Word's spell and grammar checker to eliminate all errors <input type="checkbox"/> No repeated words or misused words <input type="checkbox"/> Use a range of punctuation including commas, colons, and semicolons	0 or 1 errors	2 or 3 errors	4 or 5 errors	5 or more errors
<b>Paragraph Unity and Coherence</b> <input type="checkbox"/> Begin all paragraphs (¶) with a strong topic sentence <input type="checkbox"/> Demonstrate paragraphs unity by sticking to a single topic	All ¶ begin with a strong topic sentence <i>and</i> All sentences in a ¶ support the topic sentence	One paragraph lacks a strong topic sentence <i>or</i> Sentences in ¶ are choppy and disjointed	More than one paragraph lacks strong topic sentence	No logical structure to the paragraphs is apparent
<b>Clarity and Conciseness in Writing</b> <input type="checkbox"/> Paragraphs average <b>3 to 6 sentences</b> in length <input type="checkbox"/> Sentences average <b>13 to 17 words</b> in length <input type="checkbox"/> Words are used correctly <input type="checkbox"/> Avoid passive sentences; write in the active voice	No problems	Average paragraph <i>or</i> sentence length too long or short <i>or</i> Ambiguity in word choice or sentences	Average paragraph <i>and</i> sentence length too long or short <i>or</i> Hard to follow	Contents made no sense
<b>Overall Appearance and Submission</b> <input type="checkbox"/> Format your document as a memorandum, directed to me <input type="checkbox"/> Use a consistent formatting style. You may wish to use a MS Word template to apply a professional look <input type="checkbox"/> Email your project memorandum to me	No errors	Minor formatting inconsistencies	No memorandum formatting <i>or</i> No e-mail of memorandum	No memorandum formatting <i>and</i> No e-mail of memorandum
<b>Peer Reviews of your draft proposal</b> <input type="checkbox"/> Include your classmates' peer-reviews of your proposal in your portfolio	Draft version is high quality	Class peer-reviews included	Your draft version is a <i>minimal</i> effort	No peer reviews included
<b>Portfolio and Time Log</b> <input type="checkbox"/> Portfolio includes cover page, table of contents, tabs, and contents neatly presented <input type="checkbox"/> Time log is complete	Portfolio very attractive and time log is complete	Portfolio satisfies requirements and time log is complete	Portfolio or time log is incomplete	Both portfolio and time logs are incomplete

Very Good	50	49	48	47	46	45
Expected		44	43	42	41	40
Acceptable		39	38	37	36	35