Southern New Hampshire University

QSO 645 Milestone One Guidelines and Rubric

Overview: For your final project in this course, you will conduct a full postproject analysis on the completed project that you selected from the provided list in your Module One journal activity. Now that you have received feedback on that assignment, it is time to begin setting up your final project. In this milestone, you will have the opportunity to summarize the key details of the project, discuss the initial vision and scope, and assess the impact of the different levels and roles of various stakeholders.

For Milestone One, you will discuss the project details, which should familiarize you with the key points. You will also review the scope and stakeholders, which will better prepare you for subsequent material. 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: Summarize the key details of the project, discuss the initial vision and scope, and assess the impact of the different levels and roles of various stakeholders.

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

I. Summarize the key **project details**. Be sure to include the appropriate project methodology/methods and practices.
II. Determine what was in-**scope** and out-of-scope for the project, including the success criteria for the project as expected by the sponsor.
III. **Stakeholders**
   A. Discuss how the **progress** of the project impacted key stakeholders and the roles they played in the project. Be sure to include the stakeholders' registry and category in your discussion.
   B. Recommend solutions and their expected outcomes to **staffing issues**. Include the stakeholder collaboration and engagement plan in your solutions and outcomes.

Rubric

Guidelines for Submission: Your paper should be a 3- to 4-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
Project Details	Summarizes the key project details, including the appropriate project methodology and practices	Summarizes the project details, but summary lacks specificity, misses key details, or contains inaccuracies	Does not summarize key project details	25
Scope	Determines what was in-scope and out-of-scope for the project, including the success criteria for the project as expected by the sponsor	Determines what was in-scope and out-of-scope for the project, but determination is missing elements of scope, lacks success criteria, or contains inaccuracies	Does not determine what was in-scope and out-of-scope for the project	25

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Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Stakeholders: Progress	Discusses how the progress of the project impacted key stakeholders and the roles they play in the project	Discusses how the progress of the project impacted key stakeholders and the roles they play in the project, but discussion is cursory or contains inaccuracies	Does not discuss how the progress of the project impacted key stakeholders and the roles they play in the project	20
Stakeholders: Staffing Issues	Recommends solutions and their expected outcomes to staffing issues	Recommends solutions and their expected outcomes to staffing issues, but recommendations are inappropriate or do not address outcomes	Does not recommend solutions to staffing issues	20
Articulation of Response	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
			Total	**100%**