**Process Management Grading Rubric**

Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Evaluate the group as a unit with this section of the evaluation tool. To earn an 'A' in this category, the***

***team must earn 'Exemplary' ratings in 2 of the 3 areas below.***

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| --- | --- | --- | --- | --- | --- |
| **Category** | **Beginning**  **1** | **Developing**  **2** | **Accomplished**  **3** | **Exemplary**  **4** | **Score** |
| Project Planning and Project Management | Project management insufficient or ill-matched to project  Team misses key deadlines; slippage and scope creep are not well managed and are recurring problems  Key project assets are more than occasionally lost, unavailable, not shared, overwritten, not backed up or not tracked effectively.  Team members are not accountable for keeping, changing or tracking assets. | Team makes some use of 'right sized' project planning and project management methods and resources  Team meets some key project deadlines and milestones; slippage and scope creep are problems that require more than infrequent rescaling of the project  Occasionally, some key project assets may be lost, unavailable, not properly backed up.  Some team members use asset management tools and follow team protocols. | Team makes good use of 'right sized' project planning and project management methods and resources  Team generally meets key project deadlines and milestones; slippage and scope creep are generally managed and communicated and require occasional rescaling of the project  Generally, key project assets are accessible, available, and properly backed up. Most team members use asset management tools and follow team protocols. | Effective use of 'right sized' project planning and project management methods and resources  Team meets key project deadlines or milestones; slippage and scope creep are managed carefully and communicated  Key project assets such as documentation, code, project notes, meeting agendas and minutes, etc. are consistently and effectively managed, tracked, shared, backed up and versioned. |  |
| Adaptability and Focus on Client and Stakeholder Needs | Team shows little initiative or innovation in finding methods for improving quality and productivity  Team resists changing project plans, designs, or methods in the face of new information  'Do the right thing' is recognized - but team often makes risky project or design decisions for the sake of expediency | Team makes some effort in finding or implementing effective methods for improving quality and productivity  Team is somewhat adaptable and adjusts project plans, designs, methods as new information becomes available  'Do the right thing' is recognized - team usually acts in client and stakeholder best interests, but makes more than occasional project or decisions for the sake of expediency | Team shows reasonable initiative in finding and implementing effective methods for improving quality and productivity  Team is usually adaptable and adjusts project plans, designs, methods as new information becomes available  'Do the right thing' is important - team generally acts in client and stakeholder best interests and mostly avoids making major project or design decisions for the sake of expediency | Team is innovative and shows high initiative in finding and implementing effective methods for improving quality and productivity  Team is adaptable and adjusts project plans, project vision, scope, requirements, designs, and methods as new information becomes available  'Doing the right thing' is foremost - team consistently acts in client and stakeholder best interests |  |
| Development Methods | Poor, ineffective or little use of reasonable development methods or tools  Team avoids, or does not appropriately employ pair programming, agile methods, technical reviews or other applicable development methods  Team relies heavily on individual programming, code-and-fix methods and pays little attention to quality management | Reasonable effort is made to use appropriate development methods or tools but generally relies on individual programming, code-and-fix methods and has some quality management practices in place | Team generally pays attention to use of effective and appropriate development methods and tools and quality management practices | Exceptional use of effective and appropriate development methods and tools - which may include regular use of agile methods, pair design and programming, technical reviews  Effective use of software support tools and quality management practices |  |
| Group Total Score |  |  |  |  |  |