Directions: After you have finished your project, determine whether you have completed the criteria listed shown below. Circle the statement that best describes your evaluation of each criterion. Then turn the rubric in to your teacher along with your project.

Chapter Project 1

Create a Job Description

Criteria	Excellent (3)	Good (2)	Poor (1)	Teacher Comments
Does the essay	Essay describes how	Essay partly describes	Little or no relevant	
describe how the	the applicant's	how the applicant's	description is included.	
applicant's portfolio	portfolio and résumé	portfolio and/or résumé		
and résumé will help?	will help.	will help.		
Does the thesis	Thesis statement	Thesis statement not	Thesis statement does not	
statement contain key	contains key idea.	clearly defined.	contain key idea.	
idea?				
Does the job	All information in the	Most information in the	Little or no information in	
description include	job description is	job description is	the job description is	
information relevant to	relevant to Web site	relevant to Web site	relevant to Web site	
Web site	administrator.	administrator.	administrator, or job	
administrator?			description is missing.	
Is essay appropriate	Essay is appropriate	Essay is somewhat too	Essay is overly long or	
length (one to two	length.	long or too short.	overly short.	
pages)?				
Is language concise?	Language is concise.	Most of the language is	Language is not concise.	
		concise.		
Does the text use	The text uses active	The text uses active voice	The text frequently uses	
active voice and strong	voice and strong	and strong verbs and	passive voice and weak	
verbs and nouns?	verbs and nouns	nouns most of the time.	verbs and nouns.	
	throughout.			
Are grammar,	Grammar,	There are minor	There are major problems	
punctuation, and	punctuation, and	problems with grammar,	with grammar,	
spelling correct?	spelling are correct.	punctuation, and spelling.	punctuation, and spelling.	

Directions: After you have finished your project, determine whether you have completed the criteria listed shown below. Circle the statement that best describes your evaluation of each criterion. Then turn the rubric in to your teacher along with your project.

Chapter Project 2 Document Backup Procedures

Criteria	Excellent (3)	Good (2)	Poor (1)	Teacher Comments
Is a set of procedures and a	A set of procedures and	A partial set of	Few or no procedures	
schedule included for each	a schedule is included	procedures and/or a	and schedules are	
backup option?	for each backup option.	schedule are included for	included.	
		backup options.		
Are similarities and	Similarities and	Similarities and	Few or no similarities	
differences between	differences between	differences between	and differences are	
complete backup and	complete backup and	complete backup and	explained.	
incremental backup	incremental backup are	incremental backup are		
explained?	explained well.	somewhat explained.		
Does the thesis statement	Thesis statement	Thesis statement not	Thesis statement does not	
contain key idea (to	contains key idea.	clearly defined.	contain key idea.	
summarize the backup				
procedures)?				
Is essay appropriate length	Essay is appropriate	Essay is somewhat too	Essay is overly long or	
(one page)?	length.	long or too short.	overly short.	
Does the text use active	The text uses active	The text uses active voice	The text frequently uses	
voice and strong verbs and	voice and strong verbs	and strong verbs and	passive voice and weak	
nouns?	and nouns throughout.	nouns most of the time.	verbs and nouns.	
Are grammar, punctuation,	Grammar, punctuation,	There are minor	There are major	
and spelling correct?	and spelling are	problems with grammar,	problems with grammar,	
	correct.	punctuation, and spelling.	punctuation, and spelling.	

Directions: After you have finished your project, determine whether you have completed the criteria listed shown below. Circle the statement that best describes your evaluation of each criterion. Then turn the rubric in to your teacher along with your project.

Chapter 1 4 Project 3

Create and Implement a Quality Assurance Plan

Criteria	Excellent (3)	Good (2)	Poor (1)	Teacher Comments
Is the quality assurance test	The quality assurance	The quality assurance	The quality assurance	
plan clearly defined,	test plan is clearly	test plan is somewhat	test plan is poorly	
including the three items:	defined and includes all	defined.	defined or missing.	
usability, reliability, and	three items.			
customer acceptance?				
Are results of the test plan	Results of the test plan	Results of the test plan	Results of the test	
documented?	are clearly documented.	are somewhat	plan are poorly	
		documented.	documented or	
			missing.	
Is content organized	All content is organized	Most content is	Content is poorly	
logically?	logically.	organized logically.	organized.	
Is language concise?	Language is concise.	Most of the language is	Language is not	
		concise.	concise.	
Are peer suggestions	All peer suggestions	Most of the appropriate	Few or none of the	
incorporated?	are incorporated.	peer suggestions are	appropriate peer	
		incorporated.	suggestions are	
			incorporated.	
Are grammar, punctuation,	Grammar, punctuation,	There are minor	There are major	
and spelling correct?	and spelling are	problems with grammar,	problems with	
	correct.	punctuation, and spelling.	grammar,	
			punctuation, and	
			spelling.	