CNA613 Assessment Task 3 – Project Plan

	Weighting 60%						60 marks
LOs	**Mark**	**Assessment Criterion**	**HD 80-100%**	**DN 70-79%**	**CR 60-69%**	**PP 50-59%**	**NN**
1, 2, 3, 4, 5 & 6	**8/60**	**AC1 Presents specific relevant details in template accordance with unit content (i) Project title & (ii) Project Background 2/60, (iii) Governance 1/60, (iv) Project Sponsor/Steering Committee 1/60, (v) Project Manager 1/60, (vi) Project Team 1/60, (vii) Working Party/Groups 1/60 and (viii) Reporting Requirements 1/60**	All content completely aligned with template headings and provides extremely relevant and compelling content reflective of the principles and practices of project management with flawless language and an extremely strong client focus. All explanations are exceptional and within allocated word count.	All content very strongly aligned with template and provide relevant and compelling content reflective of the principles and practices of project management, mostly flawless language, and a strong client focus. Explanations are accurate, concise and within word count.	All content strongly aligned with template and mostly relevant content provided that is reflective of the principles and practices of project management. Language used is very clear soundly client focused. Explanations are presented well and within word count.	Content demonstrates alignment with template and provides relevant content reflective of the principles and practices of project management. Language used is mostly clear and client focused. Explanations are mainly brief and close to word count	Did not follow template and include required information, sections or vital info missing.
1, 2, 3, 4, 5 & 6	**5/60**	**AC2 Writes a succinct executive summary of the project (dot points)**	Exceptionally tightly and well formatted dot point Executive Summary that provides extremely relevant and compelling content reflective of the project plan, flawless language with a very strong client focus within word count.	Excellently written dot point Executive Summary that provides relevant and compelling content reflective of the project plan content, mostly flawless language with a strong client focus within word count.	Soundly written dot point Executive Summary dot that provides mostly relevant content reflective of the principles and practices of project management. Language used is soundly client focused within allocated word count.	Averagely written dot point Executive Summary that provides content that averagely reflects the principles and practices of project management. Language used is averagely client focused within allocated word count.	Did not follow template and include required information, sections or vital info missing.

1, 2, 3, 4, 5 & 6	**8/60**	**AC 3 Clearly defines Project Overview and Scope (i) Objectives 2/60, (ii) Outcome(s)/Benefits 2/60, (iii) Output(s) 2/60 and (iv) Assumptions and Constraints 2/60**	Provides exceptionally written Project Overview and Scope. All areas extremely well aligned with unit content and template requirements including an aim that aligns with unit definition and within word count.	Provides excellently written Project Overview and Scope. All areas well aligned with unit content and template requirements including an aim that aligns with unit definition and within word count.	Provides soundly written Project Overview and Scop. All areas soundly align with unit content and template requirements including an aim that aligns with unit definition and within word count.	Provides averagely written Project Overview and Scope. All areas averagely align with unit content and template requirements including an aim that aligns with unit definition and within word count.	Did not follow template and include required information, sections or vital info missing.
	18/60	**AC4 Identifies project management activities (i) Resourcing requirements 6/20 (ii) Quality Plan 4/60 (iii) Project Closure and Outcome realisation 2/60, (iv) Project Activities and milestones 6/60**	Exceptional detail provided of all four project management activities with exceptional alignment with the template. Explanations are very accurate, concise and within the allocated word count	Excellent detail provided of all four project management activities with excellent alignment with the template. Explanations are accurate, concise and within the allocated word count.	Sound detail provided of all four project management activities with sound alignment with the template. Explanation are presented well and within the allocated word count	Adequate detail provided of all four project management activities with average of alignment with the template. Explanations are mainly brief and close to word count	Did not follow template and include required information, sections or vital info missing.
1, 2, 3, 4, 5 & 6	**6/60**	**AC5 Specifies a communication plan including stakeholder engagement**	Exceptional concise and accurate detail provided in the communication plan that demonstrates exceptional stakeholder engagement within the allocated word count	Excellent concise and accurate detail provided in the communication plan that demonstrates excellent stakeholder engagement within the allocated word count	Sound and mostly concise and accurate detail provided in the communication plan that demonstrates sound stakeholder engagement within the allocated word count	Satisfactorily sound, concise and accurate detail provided in the communication plan that demonstrates averagely stakeholder engagement within the allocated word count	Did not follow template, required information not included.
1, 2, 3, 4, 5 & 6	**10/60**	**AC 6 Outlines risks to project completion and appropriate mitigation**	Exceptional summary of major risks, mitigation strategies, costs and assessment of overall project risk. Exceptional	Excellent summary of major risks, mitigation strategies, costs and assessment of overall project risk. Excellent	Sound summary of major risks, mitigation strategies, costs and assessment of overall project risk. Sound Risk Analysis and	Average summary of major risks, mitigation strategies, costs and assessment of overall project risk. Average	Did not follow template. Sub standard communicati

			Risk Analysis and Management Plan Appendix all within word limit.	Risk Analysis and Management Plan Appendix all within word limit.	Management Plan Appendix both within word limit	Risk Analysis and Management Plan Appendix both mostly within word limit	on of ideas structure, & referencing
1, 2, 3, 4, 5 & 6	**5/60**	**AC 7 Writes clearly in an appropriate academic style and structure (as per project plan report writing style template)**	Exceptional reporting style within template headings. There are no errors in spelling, grammar and punctuation.	Excellent reporting style within template. Any errors in spelling and grammatical construction that remain after careful proofreading does not detract from the communication of ideas.	Sound reporting style within template. The writing is concise and word choice is deliberate. Meaning is effectively communicated without the need for superfluous words, phrases and/or sentences. Sound attention to grammar and spelling.	Satisfactory reporting style within template. Attention to grammar, spelling and the clarity of writing mostly adequate. Careful proofreading eliminated most typographical & spelling errors, & word choice, sentence structure & grammatical issues do not detract substantially from exchange of ideas.	Did not follow template. Sub standard communicati on of ideas (inc spelling, grammar, punctuation, word choice, sentence structure.