Southern New Hampshire University

QSO 640 Milestone One Guidelines and Rubric

Overview: In the final project, you will develop a complete project plan for a hypothetical organization. Each milestone assignment will help you complete portions of the final project. In this milestone, you will analyze **the Fabricant Manufacturing Project (case study available in MindEdge)** and begin tasks related to initiation. You will first define the project in the project charter during the project initiation phase.

Prompt: The goal of this milestone is to apply project management skills acquired in the first three modules to a real-world project or situation. The analysis of the Fabricant Manufacturing Project case study (in Mindedge) should include an evaluation of the selection criteria, alignment with the organization strategic goals, project charter elements, project initiation approval, and stakeholder analysis (Template).

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

I. **Project Initiation**
   A. Identify the economic, technical, and organizational **feasibility** of the project. For instance, how is the project a viable fit within the organization?
   B. Explain how the project aligns to the organization's **strategic goals** utilizing the traceability matrix (in Mindedge).
   C. Develop a **project charter** that includes a high-level scope of what is to be accomplished.
   D. Create a **high-level timeline** and cost estimate to complete the project.
   E. Identify the concerns of the internal and external **key project stakeholders**.
   F. Compare the level of **support** from all key project stakeholders to inform the course of action resulting in success of the project.
   G. Complete the **stakeholder analysis template**.

Guidelines for Submission: Your draft of the Project Initiation portion of your final project should adhere to the following formatting requirements: 3–4 pages, double-spaced, using 12-point Times New Roman font and one-inch margins. Utilize table(s) within your document as you create the high-level timeline and cost estimate. You should use current APA-style guidelines for your citations and a reference list with a minimum of two sources.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
Project Initiation: Feasibility	Identifies the economic, technical, and organizational feasibility of the project and how the project is a viable fit within the organization	Identifies the economic, technical, and organizational feasibility of the project, but does not discuss how the project is a viable fit within the organization or is inaccurate or cursory	Does not identify the economic, technical, and organizational feasibility of the project	10
Project Initiation: Strategic Goals	Explains how the project aligns to the organization's strategic goals	Explains how the project aligns to the organization's strategic goals, but explanation is inaccurate or cursory	Does not describe how the project aligns to the organization's strategic goals	15

Project Initiation: Project Charter	Develops a project charter that includes a high-level scope of what is to be accomplished and is detailed appropriately	Develops a project charter, but does not include a high-level scope of what is to be accomplished	Does not develop a project charter	15
Project Initiation: High-Level Timeline	Creates a high-level timeline and estimate of cost to complete the project	Creates a high-level timeline and estimate of cost to complete the project, but response contains inaccuracies	Does not create a high-level timeline or estimate of cost to complete the project	15
Project Initiation: Key Project Stakeholders	Identifies the concerns of key project internal and external stakeholders	Identifies the concerns of key project internal and external stakeholders, but response either contains inaccuracies or is overgeneralized	Does not identify the concerns of key project stakeholders	10
Project Initiation: Support	Compares the level of support from all key stakeholders to inform the course of action of the project	Compares the level of support from all key stakeholders, but discussion contains gaps or inaccuracies	Does not compare the level of support from all key stakeholders	15
Project Initiation: Stakeholder Analysis Template	Completes the stakeholder analysis template	Completes the stakeholder analysis template, but template contains inaccuracies	Does not complete the stakeholder analysis template	10
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%**