

IT 252 Communication and Collaboration Tools Grid Guidelines and Rubric

Through this assignment, you will independently review the MBT scenario, which serves as the basis for your final assessment in this course. The purpose of this review is to explore the requirements and relationships of communication and collaboration tools to the final assessment. You will then complete a cross-reference grid that identifies potential supporting tools for the project as well as the proposed value they are adding to the scenario. You may include any tools that are necessary and would add value to the proposed scenario.

See a sample cross-reference grid [here](#). For the purpose of this assignment, you will develop a grid to compare the communication and collaboration tool requirements with the features available with the application. In this grid, it is expected that the x-axis should include functional requirements that you identify from the final project prompt, while the y-axis should include at least five tools that will assist in meeting the noted requirements. You can use the table below as a template. You will want to add titles or topics to the functional requirements and names of specific tools and technologies to the left column. Feel free to add or reduce the number of functional requirements as necessary, but be sure to include at least three functional requirements total.

	Functional Requirement 1	Functional Requirement 2	Functional Requirement 3	Functional Requirement 4	Functional Requirement 5
Tool 1:					
Tool 2:					
Tool 3:					
Tool 4:					
Tool 5:					

Guidelines for Submission: Your assignment should include a completed grid, along with a 3–4 sentence reflection that summarizes your evaluation of the tools and proposes an effective tool for the final project scenario. When applicable, APA citations must be used.

Critical Elements	Proficient (100%)	Needs Improvement (80%)	Not Evident (0%)	Value
Identification of Requirements and Tools	Specific requirements are clearly identified and documented. At least five specific tools are identified	Requirements or tools are identified and documented, but incomplete (fewer than three requirements or fewer than five tools)	Requirements or tools are not identified	30
Reflection	The submission succinctly summarizes the evaluation of tools and recommends a tool for use in the final project using data points from the grid	The submission summarizes the evaluation, but the recommendations contradict or do not match data points from the grid	The submission does not include a reflection or recommendations for moving forward with a tool	25
Analysis and Comparison	Accurate comparisons are made between tools using the identified requirements, effectively demonstrating a difference between tools	Makes comparisons but the grid includes factual inaccuracies or shows no variation in tools	Submission does not compare tools	25

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Style and Organization	Information is presented in a clear and concise manner, with no grammatical errors. The results are evident to the reader without extra efforts	Information contains minor errors or require some additional efforts to comprehend results	Information is not clearly organized, contains major errors, and submission is not legible	20
Earned Total				100%