



## IT 415 Milestone One Guidelines and Rubric

Using the HBR coursepack case study you selected in Module One, you will develop three deliverables for your final submission. Milestone One, the executive proposal, is the first deliverable. In Milestone Two, your project plan and system design will be submitted together. These deliverables will be used to direct the implementation effort in your next course, IT 420. If the scope of your planned project is not fully implementable due to constraints on time and resources, you will need to prepare to deliver at the end of the next course a prototype, simulation of the information system vision, or a detailed projection of what the fully implemented system would look like. This projection of a fully implemented system is expected to be much more detailed than a system design.

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

- I. **Project Proposal.** The project proposal should contain enough detail so that relevant stakeholders (who will vary depending on your selected case study) can determine if the proposed solution is feasible and will address the needs or gaps in the current operating environment. The following sections should be included:
  - A. **Problem Statement:** Craft a clear, accurate problem statement that highlights the information technology-related aspects of the challenges you are facing.
  - B. **Significance:** Analyze the significance of this problem and what a solution could mean to you, the company or group, and the discipline or area of interest within information technology. In other words, describe the significance that this project has to your discipline or area of interest within information technology and your development as a practitioner. This will be your chance to sell this project idea so that it is exciting for your imaginary stakeholder audience, and also for your real-world instructor, peers, and potential employers.
  - C. **Objectives:** Describe the scope, goals, and objectives of your project. If you are addressing only a part of the overarching problem, state this in this section. Make sure that your objectives are reasonable (i.e., could be accomplished without exorbitant resource usage, an irrational timeline, etc.).
  - D. **Deliverables:** Propose your overall solution, highlighting the key deliverables that you will create to solve the problem or challenge the statement.
  - E. **Methodology:** Establish the methodology and techniques that you intend to use throughout the design phase of your project, with support as to how each is appropriate for the situation.
  - F. **Risks:** Analyze the problem and your own solution proposal to highlight any risks that may prevent successful completion of your solution design. Include risks that result from the project not fulfilling the objective to solve the information technology problem. In other words, what risks are present and how would they impact the potential for a successful information technology solution?

## Rubric

**Guidelines for Submission:** Milestone One should be approximately 2–3 pages in length and written in professional language with APA formatting.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
<b>Proposal: Problem Statement</b>	Meets “Proficient” criteria and evidences keen ability to establish problem statements that can be understood by various stakeholders, describes the issues in a unique or innovative perspective, or sets the boundaries for effective solution design	Crafts a clear, accurate problem statement highlighting the information technology-related aspects of the challenges faced	Crafts a problem statement highlighting the information technology-related aspects of the challenges faced, but with gaps in accuracy, detail, or clarity	Does not craft a problem statement highlighting the information technology-related aspects of the challenges faced	10
<b>Proposal: Significance</b>	Meets “Proficient” criteria and evidences ability to articulate analysis in persuasive terms for gaining stakeholder support or tying the issue to greater contexts	Analyzes the significance of the problem and what a solution could mean to the company or group as well as the discipline or area of interest within information technology	Analyzes the problem and what a solution could mean to the company or group, but fails to connect the significance to the larger context of the discipline, or vice versa	Does not analyze the problem and solution	10
<b>Proposal: Objectives</b>	Meets “Proficient” criteria and evidences keen insight into planning or assessing appropriate scope and goals for successful design	Concisely and accurately describes the reasonable scope, goals, and objectives of the project	Describes the scope, goals, and objectives of the project, but with gaps in accuracy, superfluous detail, or unreasonable aspects	Does not describe the scope, goals, and objectives of the project	15
<b>Proposal: Deliverables</b>	Meets “Proficient” criteria and the scope, goals, and objectives are written using a highly professional tone and format; the connectedness between the scope, goals, and objectives is clearly articulated	Proposes the overall solution, accurately and comprehensively highlighting key deliverables needed to successfully solve the problem statement	Proposes the overall solution, but fails to accurately or comprehensively highlight the key deliverables needed to successfully solve the problem statement	Does not propose an overall solution	15
<b>Proposal: Methodology</b>	Meets “Proficient” criteria and evidences keen insight into best application of established methods or evidences integration of unique creative approaches	Establishes the methodology and techniques to be used throughout design with support regarding how each is appropriate for the situation	Establishes the methodology and techniques to be used throughout design with support, but lacks necessary detail or fails to discuss the appropriateness of each	Does not establish the methodology and techniques to be used throughout design	30
<b>Proposal: Risks</b>	Meets “Proficient” criteria and evidences keen insight into the nuances of risk mitigation in IT project proposals and planning	Analyzes the problem and solution proposed to highlight any risks that could prevent successful project completion and how they could impact the project	Analyzes the problem and solution proposed to highlight risks but with gaps in detail, logic, or connections to the impact of the project	Does not analyze the problem and solution proposed to highlight risks	10

# Southern New Hampshire University

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	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
<b>Total</b>					<b>100%</b>