Southern New Hampshire University

QSO 340 Module One Toolbox Activity Guidelines and Rubric

Overview: As technology continues to grow, it is always good practice to stay current with available project management software and use tools that are the most fitting for your company's business practices. In this activity, you will identify one tool that can be used to manage a project; this will help us start building the toolbox. This toolbox will remain open for the duration of the course so that you can continually explore the different software tools that are available for project managers. You may notice that Microsoft Project and Smartsheet tutorials have been placed in the toolbox for you. Keep in mind that you will be using a software tool of your choosing (Microsoft Project, Smartsheet, or another tool) to complete a project schedule in Module Six.

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

- Choose one **tool** and add it to the toolbox. Include a **short description** of the tool and its features and provide a link, if possible.
- If you are currently using the tool, discuss your **experience**. If the tool is new to you, describe how the tool could be useful in managing projects.

Guidelines for Submission: Write your response in the discussion.

Critical Elements	Exemplary	Proficient	Needs Improvement	Not Evident	Value
Tool and Short Description		Selects a tool and provides a short description of the tool and its features (100%)	Selects a tool and provides a short description of the tool and its features, but description is lacking specific details or is missing pertinent information (85%)	Does not select a tool or provide a short description of the tool and its features (0%)	45
Experience	Meets "Proficient" criteria and provides exceptional detail in describing a personal experience using the tool or how the tool could be useful in managing projects (100%)	Describes a personal experience using the tool or how the tool could be useful in managing projects (85%)	Describes a personal experience using the tool or how the tool could be useful in managing projects, but description is lacking specific details or is missing pertinent information (55%)	Does not describe a personal experience using the tool or how the tool could be useful in managing projects (0%)	45
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format (100%)	Submission has no major errors related to citations, grammar, spelling, syntax, or organization (85%)	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas (55%)	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas (0%)	10
				Total	**100%**