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Description: Status Report

	Unacceptable	Needs Improvement	Competent	Exemplary
What did you expect to accomplish on the project this week?	0 (0.00%)	7.5 (15.00%)	8.5 (17.00%)	10 (20.00%)
	Inadequate list of expectations toward project completion for the week. Inadequate explanation of plans to meet expectations.	Listed expectations toward project completion for the week. Somewhat explained the plans to meet expectations.	Listed expectations toward project completion for the week. Explained the plans to meet these expectations.	Provided insight as to how expectations were set week-to-week Demonstrated when and how expectations listed would be met.
What did you actually accomplish on the project this week?	0 (0.00%)	7.5 (15.00%)	8.5 (17.00%)	10 (20.00%)
	Inadequate list of accomplishments toward project for the week. Limited description of what was not accomplished.	Listed accomplishments for the week. Somewhat described what was not accomplished.	Listed accomplishments for the week. Described what was not accomplished for the week.	Listed accomplishments for the week. Explained why things were not accomplished.
What issues have arisen, and what help would you like with them?	0 (0.00%)	7.5 (15.00%)	8.5 (17.00%)	10 (20.00%)
	Inadequate description of issues that arose during week. Did not describe or identify issues to be resolved.	Described issues that arose during the week. Somewhat described help needed to resolve outstanding issues.	Described issues that arose during the week. Determined what kind of help is needed to resolve outstanding issues.	Described issues that arose, demonstrated how they were resolved. Presented issues in order of priority, with ideas about how to solve each.
What do you expect to accomplish on the project next week?	0 (0.00%)	7.5 (15.00%)	8.5 (17.00%)	10 (20.00%)
	Inadequate list of expectations toward project completion. Did not describe how outstanding issues would be resolved.	Listed expectations toward project completion for next week. Somewhat described how outstanding issues would be resolved.	Listed expectations toward project completion for next week. Described how outstanding issues would be resolved by the following week.	Presented prioritized list of expectations for next week. Proposed strategy for prioritizing and resolving outstanding issues.
Clarity, persuasion, proper communication, writing mechanics, and formatting requirements.	0 (0.00%)	7.5 (15.00%)	8.5 (17.00%)	10 (20.00%)
	Unclear structure, not persuasive, major grammatical errors.	Somewhat clear structure, limited persuasion, grammatical errors, language too simple or too wordy.	Clear structure, persuasive writing, minor or no grammatical errors, length and format within	No grammatical errors, plain language, organized by topic, references business needs, connects to technical space, persuasive.

requirements, plain language.

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to technical specs, persuasive.



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