

QSO 640 Module Ten Journal Guidelines and Rubric

Overview: Activities in this course are designed to actively involve you in various project management scenarios and help you apply the concepts covered in the course to real-world situations. They provide practice in the following:

- Differentiating common organizational structures and how they affect project processes and activities
- Describing methods for conflict resolution
- Prioritizing projects
- Communicating/distributing project information to team members and stakeholders
- Evaluating whether a team is working effectively

Prompt: Compare and contrast your experiences with Microsoft Office products (or similar products, such as OpenOffice) and project management software (Primavera, MS Project, Smartsheet, WorkZone).

The following critical elements must be addressed: Compare and contrast Office software and **project management software**.

Guidelines for Submission: Submit assignment as a Word document with double spacing, 12-point Times New Roman font, and one-inch margins. Your 2- to 3-paragraph journal assignment should include any sources cited in APA format.

| Critical Elements | Exemplary (100%) | Proficient (90%) | Needs Improvement (70%) | Not Evident (0%) | Value |
|------------------------------------|---|---|--|---|-------------|
| Project Management Software | Meets “Proficient” criteria and illustrates with examples | Compares and contrasts Office software with project management software | Compares and contrasts Office software with project management software, but is incomplete and/or has inaccurate information | Does not compare and contrast Office software with project management software | 90 |
| 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 | 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% |