Final Report

Marking and Feedback Sheet

Project name: ***Facilitator:***

Team Name:	

Student Names			

Item	Exemplary (HD)	Very Good (D)	Competent (C)	Developing (P)	Unsatisfactory (N)	Grade & Comments
Executive Summary ***(Distribution of Marks: serial # 1)- 5%***	The summary clearly identifies key recommendations and succinctly covers the organizational implications and risks (if any).	The summary identifies key recommendations and issues needing further consideration.	The summary lists most of the key recommendations and associated implementation issues.	The summary excludes some key recommendations, and does not fully capture the flavor of the report.	The summary does not accurately reflect the report's contents and ignores to mention key recommendations.	
Background, Purpose and Scope ***(Distribution of Marks: serial # 2)- 5%***	Project background, purpose and scope are comprehensively summarized. Addition/revision of scope (if applicable) has been justified.	Project background, purpose and scope are clearly summarized. Addition/revision of scope (if applicable) has been explained.	Project background, purpose and scope are listed. Addition/revision of scope (if applicable) is listed.	Project background, purpose and scope have been inadequately listed and explained.	Important details about background, purpose and scope are completely ignored.	
Implications from the External Analysis ***(Distribution of Marks: serial #3)- 10%***	Excellent summary of the significant external factors and discussion of their implications	Clear summary of the significant external factors and discussion of their implications.	Reasonable summary of the main external factors with discussion of their implications.	Some key external factors are missing and discussions are inadequate.	Key external factors are not presented and discussed.	

Recommendations ***(Distribution of Marks: serial # 4) – 50%***	All the recommendations are comprehensively explained, well-considered, and are underpinned by an in-depth analysis.	Most of the recommendations are comprehensively explained, well-considered, and are underpinned by an in-depth analysis.	Major recommendations are well explained and well analyzed.	Some recommendations have not been well explained and analyzed.	Recommendations are not entirely logical and have not been adequately analyzed.	
Implementation Issues ***(Distribution of Marks: serial # 5) - 15%***	All the organizational implications and resource requirements have been identified and discussed.	A majority of the organizational and resource implications have been identified and discussed.	Key organizational and resource implications have been identified and discussed.	Some of the major organizational and resource implications have not been identified	Implementation issues have been ignored.	
Conclusion ***(Distribution of Marks: serial # 6) – 5%***	A succinct summary that highlights the key takeaways is provided.	A clear summary and identification of key takeaways are included.	Reasonable summary and identification of main takeaways is included	A summary is provided with key takeaways is included	Poor summary without the identification of key takeaways.	
Logical structure, readability, and professional presentation ***(Distribution of Marks: serial # 7)- 10%***	The analysis is logically structured, easy to understand, well referenced, and does not contain any grammatical errors.	The analysis is well structured, unambiguous, with good references and has few grammatical errors.	The analysis has a good structure, is generally unambiguous, and does not have major grammatical errors.	The analysis has an implicit structure, requires some reading between the lines, and needs editing for grammatical errors.	The analysis has an illogical structure, is difficult to understand, and is replete with grammatical errors.	

Overall Grade