Southern New Hampshire University

QSO 640 Module Eight Short Paper Guidelines and Rubric

Overview: This assignment will help you understand how projects are monitored and controlled.

Prompt: Research indicates that organizations believe that once the project management plan is developed, no further actions are necessary until the project is ready for delivery to the customer or project sponsor. In considering this statement, write a paper describing the project manager's role in monitoring tasks, directing resources, managing change requests, and preparing for project closure.

The following critical elements must be addressed:

I.   Describe the project manager's role in **monitoring tasks.**
II. Describe the project manager's role in **directing resources.**
III. Describe the project manager's role in **managing change requests.**
IV. Describe the project manager's role in **preparing for project closure.**

Guidelines for Submission: Your paper should be between 1 and 2 pages, double-spaced, have one-inch margins, and use 12-point Times New Roman font and the most recent version of APA format.

Instructor Feedback: This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center. For more information, review these instructions.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Monitoring Tasks	Meets "Proficient" criteria and illustrates with examples	Describes the project manager's role in monitoring tasks	Describes the project manager's role in monitoring tasks, but is inaccurate and/or missing details	Does not describe the project manager's role in monitoring tasks	20
Directing Resources	Meets "Proficient" criteria and illustrates with examples	Describes the project manager's role in directing resources	Describes the project manager's role in directing resources, but is inaccurate and/or missing details	Does not describe the project manager's role in directing resources	25
Managing Change Requests	Meets "Proficient" criteria and illustrates with examples	Describes the project manager's role in managing change requests	Describes the project manager's role in managing change requests, but is inaccurate and/or missing details	Does not describe the project manager's role in managing change requests	20

Preparing for Project Closure	Meets "Proficient" criteria and illustrates with examples	Describes the project manager's role in preparing for project closure	Describes the project manager's role in preparing for project closure, but is inaccurate and/or missing details	Does not describe the project manager's role in preparing for project closure	25
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%**