Individual Project
Part One: Statement of Work
20 points

This is the first step of your individual project that you will work on during this quarter. You must pick a project; you will not be assigned one. You will use the same one for all three assignments as you progress through the steps of project management.

For this assignment, you are the project manager. You can choose a project you are currently working on, one you are planning to do, one you have already completed, or an imaginary project.

Your project must have the following characteristics:

- be short-term (finite)
- be unique
- involve different people and activities that need to be coordinated (It cannot be just you.)
- be a work-related project, rather than a personal project. (However, it can be a personal project if you are going to be the general contractor such as building a new garage or remodeling your kitchen.)

This is a great chance to learn more about an industry, or develop a portfolio piece for the industry you’re in. Do not hesitate to contact me if you are struggling with figuring out a project or if you are asking yourself, “does this make a good project for class?”.

Your Statement of Work should include the following sections (please review the associated handout):

1. **Purpose**
2. **Scope**
3. **Objectives/Deliverables**
4. **Constraints**
5. **Stakeholders (Environment)**
6. **Risk Analysis**

Before you begin your SOW document, please email me (using a subject line of: BUS118 - Project Proposal) so that I can give you the go-ahead. I need you to provide me with a single paragraph description of your project proposal giving the nature of the project and addressing the four characteristics listed above. This is not an official project proposal (we assume that has already happened) but simply a way for me to ensure you are meeting the requirements of the assignment.

The due date has not been set as yet, but you should figure you have about a week and a half for the document (I’m thinking the 11th or 12th). That means I need your proposal description by Thursday.

By the way, you will actually turn this document in twice; the first time for me to mark up with my comments, the second time for your actual grade. I do it this way because of two things: one, learning takes place best when you have a chance to do it wrong…or at least a chance to do it again. Second, my goal is for you to learn—and I want to stimulate your thinking. The result is that if you do learn and then apply that learning, the grade will follow.

My grading criteria are on the next page.
### How you will be graded on this assignment:

(Yes, I know that a perfect score would add up to 18, not 20…but, you get 2 points for just sending it to me—on time.)

<table>
<thead>
<tr>
<th>Performance Evaluation</th>
<th>Poor to Fair 1-2</th>
<th>Good 3-4</th>
<th>V.G. to Excellent 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria #1:</strong></td>
<td>Failed to complete significant steps, or moved away from SOW framework.</td>
<td>Completed all steps. Sections are unclear or underdeveloped.</td>
<td>SOW is complete, clear and robust.</td>
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<td>Completed SOW as assigned and demonstrated in text.</td>
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<td><strong>Criteria #2:</strong></td>
<td>Completed assignment without showing critical thinking process or without seeking necessary information.</td>
<td>Identified objective, recognized when additional information was necessary and located it. Did not fully analyze or consider multiple perspectives in order to reach conclusions.</td>
<td>Identified objective; recognized when additional information was necessary and located it; evaluated sources; considered multiple perspectives and formed conclusions based on sound reasoning and verifiable evidence.</td>
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<td>Demonstrated critical thinking skills.</td>
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<td><strong>Criteria #3:</strong></td>
<td>Communication was either so incomplete or so difficult to read and follow that planned work was not clear.</td>
<td>Assignment was written in an organized, relatively clear manner. Either idea development was incomplete, or there were enough grammatical errors, spelling problems and/or awkward phrases to be distracting.</td>
<td>Assignment was written in a well-organized, well-developed, professional format that effectively communicated the work to be completed.</td>
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<td>Communicated in a well-organized, clear and professional manner the decision-making process and consequences.</td>
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