EXAMPLE RUBRIC FOR STATUS REPORT   **NAME**

CRITERIA	EXCELLENT	COMMENTS
DELIVERY		
Format	- Name, date, time frame of report clearly established at top of report - Readable font, heading for each section	
STRUCTURE OF WRITING		
Section: Status	- Complete statement of (State at end of timeframe) in ( ) - Task - Used known nomenclature: (state) ○ Done, ○ Deferred, ○ Cancelled, ○ No progress, ○ In progress, ○ New - Used known length of time: (state * number) to show number of weeks of same state	
Section: Decisions	- Outlines decision made in time frame - Explains basis (criteria or reasons) for decisions and alternatives considered (could explain via a table) - Outlines decisions to be made in the next timeframe	
Section: Current Assessment	- Explains whether and where the project is on track - Details successes and unexpected results - Details current risks and "red flags"	
Section: Time Estimate	- Compares estimated and actual time for each task - Written interpretation of results, explains reasons for differences	
MECHANICS AND WRITING		
Mechanics	- Insightful ideas - Realistic information and word choice; not sugarcoated - Easy and quick to comprehend (e.g., bullets, tables) - Easy to read: concise, precise, clear	
Grammar	Great grammar & punctuation	