**Business Information Management II – Planning and Implementing a Business Project** **Gantt Chart Rubric** **Assignment #2**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** |  | **20** | **15** | **10** | **5 or less** |
| Required Elements |  | All task names | 1-2 labels | 3-4 labels | Graph missing |
|  |  | and durations | missing from | missing from | or incomplete, |
|  |  | are easily | chart | chart | no labels on |
|  |  | displayed on the |  |  | chart |
|  |  | Excel chart |  |  |  |
|  |  |  |  |  |  |
| Readability |  | Task names | Task names | Task names | Task names |
|  |  | and duration | and duration | and duration | and duration |
|  |  | time frames | time frames | time frames | time frames |
|  |  | easily readable | slightly difficult | difficult to read | misspelled or |
|  |  |  | to read due to | due to | illegible |
|  |  |  | font size or type | truncation |  |
|  |  |  |  |  |  |
| Appearance |  | Excellent use of | Adequate use of | Ineffective use | Chart in |
|  |  | color which | color to | of color makes | grayscale or |
|  |  | differentiates | differentiate the | distinguishing | colors not |
|  |  | the duration of | duration of | duration time | changed |
|  |  | the different | different tasks | frames difficult | therefore |
|  |  | tasks |  | to determine | making |
|  |  |  |  |  | differentiation |
|  |  |  |  |  | impossible |
|  |  |  |  |  |  |
| Content |  | Graph | Graph | Graph shows | No |
|  |  | demonstrates | demonstrates | limited | understanding |
|  |  | exceptional | adequate | understanding | of the Gantt |
|  |  | understanding | understanding | of the purpose | chart concept |
|  |  | of purpose of | of a Gantt chart | of a Gantt chart | present |
|  |  | Gantt chart |  |  |  |
|  |  |  |  |  |  |
| Time and Effort |  | Effective use of | Adequate use of | Graph | Too many |
|  |  | class time and | class time and | completely too | distractions to |
|  |  | effort | effort | quickly to utilize | create an |
|  |  |  |  | class time | effective chart |
|  |  |  |  | effectively |  |
|  |  |  |  |  |  |
| Total Score \_\_\_\_\_\_\_\_ |  |  |  |  |
| Maximum 100 Points |  |  |  |  |