**Business Information Management II – Planning and Implementing a Business**

**Flow Chart Rubric** **Assignment #1**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** |  | **20** | **15** | **10** | **5 or less** |
| Required Elements |  | Flow chart | Flow chart | Flow chart | Flow chart |
|  |  | contains shapes | missing 1-3 | either missing 1- | either missing |
|  |  | with all tasks | member names | 3 task names or | all member |
|  |  | and responsible | assigned to | 4-6 member | names or more |
|  |  | member names | each task | names on each | than 3 task |
|  |  |  |  | task | names. |
|  |  |  |  |  |  |
| Appearance |  | Flow chart is | Flow chart is | Flow chart is | Flow chart is |
|  |  | exceptionally | adequately | unorganized | poorly designed |
|  |  | attractive | attractive | and inconsistent | and |
|  |  | relative to | regarding | in terms of | unattractive. |
|  |  | design, | neatness and | layout and |  |
|  |  | creativity, and | design. | design. |  |
|  |  | layout |  |  |  |
|  |  |  |  |  |  |
| Sequence |  | Flow chart tasks | Flow chart tasks | Flow chart tasks | Flow chart tasks |
|  |  | are sequentially | are sequentially | are sequentially | are not in the |
|  |  | accurate | accurate but | accurate but | appropriate |
|  |  | showing all | missing 1-3 | missing 4-6 | order with |
|  |  | connectors. | connectors. | connectors. | connectors |
|  |  |  |  |  | missing. |
|  |  |  |  |  |  |
| Cooperative effort |  | Group worked | Group worked | Group had | Group did not |
|  |  | exceptionally | well together on | some difficulty | work well |
|  |  | well together to | tasks and | working | together and |
|  |  | identify a | responsible | together and | many tasks |
|  |  | significant | members but | produced an | were missing. |
|  |  | number of tasks | number of tasks | average amount |  |
|  |  | and divided | is not | of tasks. |  |
|  |  | tasks equitably | significant. |  |  |
| Tasks related to |  | All tasks | 1-2 tasks | 3-4 tasks | 5 or more tasks |
| project |  | specified related | specified not | specified not | not necessary |
|  |  | directly to | necessary for | necessary for | for project. |
|  |  | project. | project idea. | project |  |
|  |  |  |  | completion. |  |
| Total Score \_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Maximum 100 Points |  |  |  |  |  |