Bioengineering Documentation Management Rubric

Instructor: Z. Maria Oden

Team Name: _____

		Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5
1.	Team Notebook	/15	/15	/5		/5
2.	Binder Organization	/30	/15	/10	/10	/10
3.	Binder Cover/Spine		/15			
4.	Sharepoint	/30	/20	/10	/15	/15
5.	Project Documentation and data CD					/25
6.	Response to comments/ previous grading		/10	/5	/5	
	TOTAL:	/75	/75	/30	/30	/55

Grading elements in Documentation Management

	Excellent (max pts)	Average (mid pts)	Poor (lowest pts)
Team Notebook	Team maintains a neat and organized team notebook with all the key elements. Team keeps appropriate records in the team notebook	Team maintains notebook but it is not a complete record of teams ideas. Important potentially inventive steps are not signed and dated.	Team notebook not well maintained.
Binder Organization	Includes all expected sections for each document, labeled on tabs and includes all old versions of documents AND grading sheets in the appropriate section in reverse chronological order with the most recent revision on top	Includes most of the expected elements with some items missing or some incorrect formatting such as not labeling appropriately or missing a few grading rubrics.	Binder is not well organized according to instructions
Binder Cover/Spine	Includes a cover that lists projects title, team name, team member names, sponsor names, and submission date. Includes an eye-catching, descriptive graphic. Binder's spine is neatly labeled with team name and academic year.	Some required elements are missing or graphic is not appropriate for project.	Team's choices for binder cover are nonexistent or inappropriate. Spine is not labeled.
Sharepoint	Team Sharepoint site to manage documentation. Sharepoint site includes all documents in binder including old versions. Documents are Named descriptively (type of document, team name, and version number or description, e.g., ContextReview_DeviceNinjas_final). Data files from testing are also included on site as appropriate. Sharepoint site is structured to make documents easy to find.	The high expectations for an excellent ranking are not met completely. An attempt is made to store files but they are incomplete or hard to find. Naming may be inconsistent or have missing features.	Sharepoint site is not maintained or does not contain many expected documents.
Project documentation and data CD	CD submitted contains all of the documents and data that are on the Sharepoint site and completely represents data collected during the project.(docs, CAD, raw &processed data)	CD is submitted but is missing some elements or is poorly organized.	No CD submitted or has few documents
Response to comments and previous grading	Team has thoughtfully considered feedback and input from graders in prior cycles. Work in this cycle demonstrates team's effort actively improve the binder or Sharepoint organization, going above and beyond specific points called out by the grader.	Team has incorporated most of the specific changes made by graders, but revisions do not address deep or more substantive problems.	Team has ignored grader feedback or taken only minimal steps to improve.