

MT460: Unit 10 Assignment

Unit 10 Assignment Grading Rubric			
Assignment Criteria	Points Possible	Possible Earned	Comments
Action Plan Components:			
Developed a professionally formatted policy manual to support chosen Capsim Core simulation company's department (Research & Development, Marketing, Production, or Finance) strategy and implementation plan.	2		
Composed five policies to help support and enforce your strategy and implementation plan.	5		
Purpose statement section is concise and sufficiently explains why the policy is needed.	5		
Persons Affected (Scope) section clearly identifies the employees directly, indirectly or that are not affected by the policy.	5		
Policy Statement section is correctly formatted (no bullet points) and relates directly to: <ol style="list-style-type: none"> 1. Strategic goals or objectives, specific business processes or issues; 2. General company or department assumptions (e.g., facts taken for granted); or 3. Department guidelines for specific business processes or practices. 	10		
The Responsibilities section correctly details the roles, responsibilities, and how individuals or groups are held accountable for adhering to the policy.	5		
The Procedures section is correctly formatted an outline using military numbering style. Provides step-by-step guidance in concisely written language. Produced and included relevant forms to facilitate the policy and procedures.	5		
Included primary, secondary, and tertiary references in support of the policy and procedures.	5		

Correctly identifies and lists roles of contributors and managers that must sign and approve policy (Document Approvals)	5		
Explained how policies affect the performance of the organization.	5		
Overview section of policy manual contains illustration that connects policies that provide safeguards and policies that encourage innovation in relation to the strategy and implementation plan goals and objectives.	5		
Composed policies that are aligned with all levels of the strategy hierarchy to facilitate a seamless implementation plan. Ensured that the purpose, scope, policies, and procedures are aligned with the goals and objectives of each level of strategy.	5		
Used a minimum of three peer-reviewed research resources to substantiate strategic decision-making.	6		
Policies are written using "Active" voice.	2		
Clarity / Organization (50%) <i>You are expected to meet the following requirements with ease in a 400 level course. Penalties will be calculated as a percentage up to 50% of the grade and will apply if the following criteria are not met.</i>			
Wrote in third person to avoid bias in the composition of policies and procedures.	-		
Applied proper APA style referencing format. Used headings and subheadings to create a flow of ideas and topics within your writing.	-		
No spelling and grammatical mistakes.	-		
Used appropriate language.	-		
Professional use of abbreviations and acronyms.	-		
Late Penalty (-20%)			
Total	70		