| **Unit 2 Assignment Grading Rubric**  **Criteria:** | **Percent Possible** | **Points Possible** | **Points Earned** |
| --- | --- | --- | --- |
| Deliverable demonstrates critical thinking, research abilities, and creativity in development of a two-part team charter: | **100%** | **100** |  |
| **Part 1**:  (1) Explains the purpose of a team charter, and why it is important. |  | 5 |  |
| (2) Analyzes how the team charter will be used to ensure the success of the virtual team. |  | 5 |  |
| (3) Analyzes and explains the virtual team philosophy and provides a minimum of three values statements. |  | 6 |  |
| (4) Develops a brief statement explaining the ethical theories, principles, and frameworks that drive the virtual team’s decision-making process. |  | 5 |  |
| (5) Produces a short professional biography in collaboration with teammates. |  | 5 |  |
| (6) Provides a technology plan identifying tools the virtual team will use for communication, organization, and execution of virtual team-based projects. Analyzes and includes resources, policies, procedures, and processes to ensure the successful use and application of chosen technologies. |  | 10 |  |
| (7) Provides a detailed communications plan to facilitate productivity. Documents and exchanges contact information, time zones, and any other pertinent information necessary to efficiently and effectively facilitate communication. |  | 5 |  |
| (8) Evaluates the availability of each virtual team member. Develops a chart illustrating work schedules, indicating a) meeting days and times, b) research and production periods, c) review periods, and d) deadlines for teamwork activities. |  | 5 |  |
| (9) Produces meeting agendas and meeting minutes and organizes them into the appendix of the team charter report. |  | 5 |  |
| **Part 2:**  (10) Defines roles and responsibilities of each virtual team member in the virtual business based on individual strengths and weaknesses. |  | 5 |  |
| (11) Designates each team member a professional title in the virtual business. |  | 5 |  |
| (12) Designs and illustrates an organizational structure chart of the virtual business. |  | 5 |  |
| (13) Designs a chain-of-command diagram outlining the decision-making process within the virtual team. |  | 10 |  |
| (14) Establishes a system of accountability based on the roles and responsibilities of each virtual team member. |  | 5 |  |
| (15) Provides a manual containing guiding and enforcement policies and procedures addressing conflict resolution, performance expectations, and behavioral guidelines for the virtual team. |  | 10 |  |
| (16) Uses a minimum of three peer-reviewed, academic research resources to substantiate critical thinking and to provide viable reasoning throughout the team charter. |  | 9 |  |
| **Subtotal:** | **100%** | **100** |  |
| 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. | **-50%** |  |  |
| Uses headings to segment topics within the deliverable in order to create a flow of ideas for the reader. |  |  |  |
| Applies proper APA 7th edition style format. |  |  |  |
| No spelling and grammatical mistakes. |  |  |  |
| Uses appropriate business language. |  |  |  |
| Uses professional abbreviations and acronyms appropriately. |  |  |  |
| **Late Penalty** | **-20%** |  |  |
| **Your Score:** | **Total**  **Points**  **Possible:**  **100%** | **Total Points Possible: 100** | **Total Points Earned:** |