Project Proposal Draft		
Introduction	**Yes**	**No**
Demonstrates clear communication by identifying the problem statement		
Project Outcomes	**Yes**	**No**
Demonstrates problem solving by linking project outcomes to the problem statement or need		
Plan and Procedure	**Yes**	**No**
Demonstrates critical thinking and time management through a step-by-step process for completing the project with a proposed timeline		
Resources	**Yes**	**No**
Demonstrates an understanding of resource management and the use of technology by identifying the required materials, tools, equipment, and money needed to complete the project		
Benefits and Risks	**Yes**	**No**
Demonstrates critical thinking, self-awareness, and empathy by identifying the potential benefits and possible risks of doing the project and how they might affect self and others		
Conclusion	**Yes**	**No**
Demonstrates the use of reflection to identify why project was chosen and what learning will occur		
Language, Style, Mechanics and Formatting	**Yes**	**No**
Demonstrates professional writing by using clear and concise language with correct formatting as well as grammar, spelling, and punctuation		
Reflection	**Yes**	**No**
Demonstrates knowledge, in writing, about the employability skills used in the assignment — focus on self-directed learning, communication, thinking creatively and self-management.		

Note: This rubric is a tool for summative assessment, on a proposal writing assignment, in a project-based course. Students then use the feedback to adjust their final drafts.