

Phase 1 (20 project points total)

Criteria	Points	Weak	Excellent
The Client		Provides little or no information about the client. (0 points)	All the questions in the list and possibly more are answered and discussed in detail. (5 points)
The Business Problem and the Context: Identifies and clearly (and concisely) explains the business problem		Is confused or identifies an inappropriate problem, represents the problem inaccurately or with insufficient information, does not address the specific information needs of the client. (0 points)	Identifies both the main business problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other, concisely explains the processes of the client and the information needs arising from these processes. (5 points)
Other requirements		The objectives of the team and the scope of the project are not clear. Lists of forms and reports (with descriptions) are not provided. Contact person is not mentioned, is ambiguous, or not contacted yet. (0 points)	The objectives of the team and the scope of the project are very clearly identified. Lists of forms and reports (with descriptions) are provided. Contact person is mentioned in the proposal and has been contacted. (5 points)
Writing, grammar/spelling, evidence of team work		Obvious grammatical errors, disorganized content, ideas and sections of the document loosely connected, lots of repetitions. (0 points)	Free of grammatical errors, concisely written, organized content, all sections integrated with no obvious difference between sections in terms of style. (5 points)
Meeting minutes are missing/late or provide insufficient detail?			
Total			