

Needs and Requirements Rubric  
(Rev. 2023-09-20)

Project Name:

Date:

<i>Criteria</i>	<i>Exceeds Expectations 93-100 (A), 90-92 (A-)</i>	<i>Matches Expectations 87-89 (B+), 83-86 (B), 80-82 (B-)</i>	<i>Fair 77-79 (C+), 73-76 (C), 70-72 (C-)</i>	<i>Needs Improvement 67-69 (D+), 65-66 (D)</i>	<i>Unacceptable Below 65 (F)</i>	<i>Raw Numerical Score</i>	<i>Weight</i>	<i>Weighted Score</i>
<b>Definition</b> <ul style="list-style-type: none"> <li>• Definition of a Need and of a Requirement are demonstrated.</li> <li>• Needs are prioritized.</li> <li>• Needs describe what the system / project / product must do</li> </ul>	Identified Needs and specs are well defined, prioritized and developed. The definitions of a need and of a requirement are consistently properly applied. Needs and Requirements well capture the functions that the project must perform.	Many needs and specs are well defined, prioritized and developed. The definitions of a need and of a requirement are mostly properly applied. Needs and Requirements well capture the functions that the project must perform.	Some Needs and specs are defined, prioritized and developed. The definitions of a need and of a requirement are sometimes applied. Needs and Requirements capture the functions that the project must perform.	Few Needs and specs are defined, prioritized and developed. The definitions of a need and of a requirement are occasionally used correctly. The Needs and Requirements need improvement to capture the functions that the project must perform.	The Needs and specs are not defined, prioritized or are poorly developed. The definitions of a need and of a requirement are often improperly used. The Needs and Requirements need significant improvement to capture the functions that the project must perform.		0.33	
<b>Needs Include:</b> <ul style="list-style-type: none"> <li>• Performance specifications</li> <li>• Ergonomics</li> <li>• Applicable Standards</li> <li>• Usability</li> <li>• Accessibility</li> <li>• Reliability, Durability, and Availability</li> <li>• Manufacturability and Material</li> <li>• Maintainability and Support</li> <li>• Environmental impact</li> <li>• Interfaces</li> </ul>	The Needs very well cover all of the topic areas. They are very helpful in defining what will make the project successful.	The Needs well cover all of the topic areas. They are mostly helpful in defining what will make the project successful.	The Needs cover some of the topic areas. They are somewhat helpful in defining what will make the project successful.	The Needs cover few of the topic areas. They are not very helpful in defining what will make the project successful.	The Needs do not cover most or any of the topic areas. It is unclear what will make the project successful.		0.33	
<b>Overall Quality</b> <ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Workmanship</li> <li>• Completeness in defining a Minimum Viable Product (MVP)</li> <li>• Consistent</li> <li>• Concise</li> <li>• Clarity</li> </ul>	All of the identified Needs appear to be thorough and complete in defining the project. They very clearly define an MVP. They are very well written. The wording is very clear and concise and easy to understand.	The majority of the identified Needs appear to be thorough and complete in defining the project. They very clearly define an MVP. They are well written. The wording is clear and concise and easy to understand.	Many of the identified Needs appear to be thorough and complete in defining the project. They very somewhat define an MVP. They are somewhat well written. The wording is somewhat clear and concise and easy to understand.	A few of the identified Needs are thorough and complete in defining the project. They are not very helpful in defining an MVP. The writing needs improvement. The wording can be clearer and more concise to improve understanding.	Few or none of the identified Needs appear to be thorough and complete in defining the project. An MVP is not clearly identified or defined. The writing needs significant improvement. The wording is unclear and/or not concise making it difficult to understand.		0.34	
						<b>Total</b>	1.00	