

### GRA 310 Milestone One Guidelines and Rubric

**Overview:** In this assignment, you will submit two pieces of work necessary for building a website: a sitemap, which is a visual representation of your website pages and the structure of navigation, and a file management structure.

**Prompt:** Create the following two **critical elements**:

1. A **sitemap**. This should be submitted as an image or as a Word document.
2. A **file management structure** that includes two folders:
  - a. Images folder
  - b. CSS folder

Note: A standard file management structure would also include a JavaScript folder, but you will not need one for this course. Your file management structure should be set up on your hard drive, but you will also submit a Word document that illustrates your file management structure or a screenshot of your structure.

**Guidelines for Submission:** Submit one Word file that contains your sitemap and your file management structure.

Critical Elements	Proficient (100%)	Needs Improvement (75%)	Not Evident (0%)	Value
<b>Sitemap</b>	Submission includes a properly designed sitemap	Submission includes a sitemap, but sitemap has errors	Submission does not include a sitemap	50
<b>File Management Structure</b>	Submission includes an appropriate file management structure	Submission includes a file management structure, but structure has errors	Submission does not include a file management structure	50
			<b>Total</b>	<b>100%</b>