

## IT Capstone – IFB398 & IFB399

### Evaluation of Project Progress by Project Owner

**TEAM NUMBER:** \_\_\_\_\_

Purpose:

This evaluation item is **formative** (does not count for marks), however maintaining it as an accurate record of team meetings with the project owner is a mandatory aspect of the unit. It forms part of the documentation teams must show during review meetings with their tutor. It was introduced as a way to improve the collaboration between academic supervisors, project owners, tutors, students and other relevant parties to identify at-risk groups early.

Project owners are required to award the group a rating (please circle a box) at the conclusion of each meeting they have with the team. This should be done at least fortnightly, and ideally weekly. Each rating should be based on the progress a team has made on their project since the previous meeting, and the impression the project owner has about the technical and general workplace skills of the team.

It is the students' responsibility to print this form, to ensure it is completed at each meeting, and to bring it to their review meeting. Students will be penalised in their reflection meetings for not maintaining this record accurately and to an acceptable standard. If no meeting with the project owner is held between two reflection meetings, then the students are to indicate this in the "comments" box, and to explain why this happened.

Guidelines:

- If the team fails to attain a MEETS EXPECTATIONS rating for any meeting (i.e. receiving a rating of WELL BELOW or BELOW EXPECTATIONS) it is vital for the project owner to provide WRITTEN comments for the student's feedback (please enter under Comments)
- Meetings where the team attains WELL BELOW EXPECTATIONS or BELOW EXPECTATIONS ratings will be specifically discussed in the teams next sprint meeting with their tutor

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TEAM NUMBER: \_\_\_\_\_

DATE EVALUATION COMPLETED: \_\_\_\_\_

*An evaluation is expected be completed at least fortnightly.*

PROJECT OWNER: \_\_\_\_\_

| Domain                     | Well Below Expectations  | Below Expectations  | Meets Expectations   | Above Expectations  | Well Above Expectations  |
|----------------------------|--|---|--|---|--|
| Product & Progression      | The students demonstrate progress on their project that is <b>well below</b> the expected level of competency for final year students.                             | The students demonstrate progress on their project that is <b>below</b> the expected level of competency for final year students. | The students demonstrate progress on their project that is <b>at</b> the expected level of competency for final year students. | The students demonstrate progress on their project that is <b>above</b> the expected level of competency for final year students. | The students demonstrate progress on their project that is <b>well above</b> the expected level of competency for final year students. |
| Process                    | The students do not appear to functioning well as a team. The contribution between students may be unequal and there may be significant issues with communication. | The students appear to functioning as a team but not working well. There may be significant issues with communication.            | The students appear to be working <b>well</b> as a team, however not all students are aware of the progress of others.         | The students appear to be working <b>well</b> as a team with all students contributing equally.                                   | The students appear to be working <b>very well</b> as a team with all students contributing equally.                                   |
| ASSESSOR NAME & SIGNATURE: |  |   | COMMENTS:  |   |  |
| STUDENT SIGNATURES:        |  |   |  |   |  |