

CSE 4322 Software Project Management

Group Presentation Evaluation Form

(Students grade each item on a scale of 1 to 5 with 1 being low and 5 being high (great!))

Note: If your Project Group is presenting today, leave one of the columns blank.

NAME: _____

Student ID: _____

Date: _____

Item Description		Project Group # or Name Presenting				
		Group _____	Group _____	Group _____	Group _____	Group _____
Presentation Technical Content						
	Title Page (with PM and Staff)					
	Agenda					
	Project Description					
	Overall Technical Approach					
	Problem					
	Solution Approach(es)					
	Method(s)					
	Risk/Consequences					
	Technical Results					
	Demonstration Effectiveness					
	Project Schedule					
	Presentation Summary					
	Responses to Questions					
	Sum (best score is 5 x 12 = 60) **					
Presentation Delivery and Style						
	Charts/Demo Meet Presentation Content Requirements					
	Charts delivered by PM					
	Team Members Identified & Present					
	Team dressed professionally (Business casual)					
	Presentation Delivered with Confidence and resolve					
	Presentation completed within 12 to 15 minutes					
	Group responds to Q/A					
	Sum (best score is 5 x 7 = 35) **					
Overall Impression of the presentation and demo (0 to 5) **						
Grade (Sum each blue ** value)						

Instructions for Evaluation:

Technical:

Title Page -- 1 page -- includes Group name, PM name, project team members Names, date, course number, and presentation title

Agenda page -- 1 page -- includes a list of topics to be discussed in the order presented, including any demonstration, summary chart, and Q/A

Project description -- 1 page -- includes general description of the project undertaken, what need/problem it solves for its user, expected deliverables, expected completion date

Overall Design Approach -- 1 page -- This page describes the general approach the team took to implement the project. The next 5 pages contain more project details.

Problem -- 1 page -- Describes the problem identified to be solved. For research project this will be a detailed description of issue or failure to be researched.

Solution Approach -- 1 page - Identifies any solution approaches considered for attacking the project and identifies the solution approach actually taken. Or additional details of research or failure project.

Method - 1 page -- Describes process/method used to solve the problem/implement the project. What tasks were needed by the team to accomplish the work?

Risk/Consequences -- 1 page -- Identifies risks identified and/or encountered in the project; includes mitigation considered and/or taken to complete on time

Technical results -- 1 page -- Identifies and describes the actual results/outcome for the project undertaken.

Demonstration Effectiveness -- 1 page -- For demo, were steps sufficient for you to get started on same; for presentation with no demo, was project approach & results convincing? What are the lessons learned?

Project Schedule -- 1 page -- this is the team planned and actual schedule for the project, including hours spent by each team member and summarized (estimated and actual).

Summary page -- 1 page -- discuss a brief summary of the presentation and the final result or take-aways

Q/A Page -- 1 page -- Final page of the presentation where you ask the audience for any questions -- expect to field 2 questions from your peers

Presentation Style and Delivery

Charts/Demo Meet Presentation Requirements -- Charts meet technical content requirements above; charts meet format requirements as stated above.

Charts presented by Team PM; if delegate presents, then 3 of 5 points

Team members were all present and supporting the team project manager.

PM and Team members dressed professionally (attire is expected to be '*Business Casual*')

Following presentation, you are convince of the story presented and results obtained.

Presentation is completed within 12 to 15 minutes

Group responds to Q/A - response is relevant, factual, brief -- no more, no less.

SUM -- this is a summary of point values received for the subsection

Overall Impression -- this is a subjective score based on how well you thought the team delivered their messages, completed their project

Grade -- summary of the blue (or ** if this grade sheet is formatted in B&W instead of color) subtotals