IT Capstone – IFB399
Evaluation of Project Progress by Project Owner

TEAM NAME: *Webscape* _____

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 manage and verify the progress on the assigned project.

Project owners are invited to award the group a rating (please circle a box) at the conclusion of each meeting they have with the team. This could be done at each meeting, but it is crucial that feedback is provided at least monthly. 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. 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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DATE EVALUATION COMPLETED: Week 3   **PROJECT OWNER:** James Hogan

An evaluation is expected be completed at least fortnightly.

Domain	Below Expectations	Meets Expectations	Above Expectations
Product & Progression	The students did not demonstrate significant progress on their project. The goals established at previous meetings have not been met, and no satisfactory explanation was offered for this	The students demonstrate progress on their project that is **at** the expected level of competency for final year students.	The students demonstrate progress on their project that is **well above** the expected level of competency for final year students.
Process & Teamwork	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 be working **well** as a team, however not all students are aware of the progress of others. The team integrates the feedback received.	The students appear to be working **very well** as a team with all students contributing equally. Communication is well managed and all team members have clear roles in the project. All students offer feedback and integrate effectively the feedback received.

COMMENT: Good strong progress on the project and some real initiative in their work and ideas.