Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF COMPUTER AND INFORMATION SCIENCES
Department of Information Technology

CAPSTONE 1

PROPOSAL EVALUATION FORM

PROPOSAL TITLE:	**Faculty Research Monitoring System**				
CLIENT'S NAME:	**Polytechnic University of the Philippines**				
MEMBERS:		**Name**	**Grade**		
	1	**Atanque, Juhn Emmanuel**		**SECTION:**	**BSIT 3-4**
	2	**Bantog, Ahmad**		**FACULTY-IN-CHARGE:**	**Ria A. Sagum**
	3	**Cuaki, Jerenze Christian**		**ADVISER: (if any)**	**Ria A. Sagum**
	4	**Magadia Marco**		**DATE OF PRESENTATION:**	**September 11, 2021**
	5				
	6				

CRITERIA	SUCCESS INDICATORS	SCORE	COMMENTS
1. PROBLEM DEFINITION (20 points)	• Creates clear and unambiguous problem statement in the project.		
	• Articulates how this project will be approved and of benefit		
	• Explains the contribution of the project/study		
	• Identify project scope, objectives, benefits, weaknesses and potential risks.		
	TOTAL SCORE:		
	RATING (Total Score / 20) * 100:		
2. PROBLEM ANALYSIS (5 points)	• Identify and describe the cause-and-effect relationships in the problem domain.		
	TOTAL SCORE:		
	RATING (Total Score / 5) * 100:		
3. REVIEW OF RELATED LITERATURE (25 points)	• Information is gathered from multiple, research-based sources.		
	• Well organized, demonstrates logical sequencing and structure.		
	• Detailed conclusions are reached from the evidence offered.		
	• Information is cited properly and in APA format.		
	• Students are able to grasp the concepts presented and be able to relate the concepts with the project proposal.		
	TOTAL SCORE:		
	RATING (Total Score / 25) * 100:		

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4. REQUIREMENTS ANALYSIS (15 points)	• Explains the overall design objectives.		
	• Defines functional and non-functional requirements.		
	• Analyzes the constraints and limitations of the project.		
	TOTAL SCORE:		
	RATING (Total Score / 15) * 100:		
5. SOLUTION ANALYSIS (15 points)	• Solutions offered by the project addresses the problem stated.		
	• The design carry out the system requirements entirely.		
	• The solution offered in the project is correct		
	TOTAL SCORE:		
	RATING (Total Score / 15) * 100:		
6. DESIGN SPECIFICATIONS (25 points)	• Design models follow correct notation.		
	• All specified requirements are reflected in the design models.		
	• The design of the interface is intuitive and user-friendly		
	• The expectations, behaviors and reactions before, during and after use of the interface are mostly positive.		
	• All system entities and respective attributes and relationships are correctly modelled.		
	TOTAL SCORE:		
	RATING (Total Score / 25) * 100:		
7. TECHNICAL REPORT (30 points)	• Objectives very clearly stated and report has strong central focus.		
	• Clear structure.		
	• Report is very clear and very coherence.		
	• All Tables/Figures link to text.		
	• All sources are identified and referenced appropriately in the body.		
	• Excellent appearance of Report, Figures/Tables/ References		
	TOTAL SCORE:		
	RATING (Total Score / 30) * 100:		

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CRITERIA	SUCCESS INDICATORS	SCORE	COMMENTS
8. PRESENTATION (30 points)	• Students are dressed professionally.		
	• Information presented is logically arranged and visual aids are readable and organized		
	• Maintains eye contact with audience, seldom returning to notes.		
	• Uses clear voice and correct, precise pronunciation of terms so that all audience can hear the presentation		
	• Members can easily grasp question content and answers to questions are clear, precise, consistent, and complete		
	• The group shows unity and coordination in answering questions		
	TOTAL SCORE:		
	RATING (Total Score / 30) * 100:		

SUMMARY				OVERALL COMMENTS/SUGGESTIONS	
Criteria		**Rating**	**Weight**		
1. Project Grade	**70%**				
Sub-Criteria		**Rating**	**Weight**		
1.1. Problem Definition	10%				
1.2. Problem Analysis	10%				
1.3. Requirements Analysis	20%				
1.4. Solution Analysis	20%				
1.5. Design Specifications	40%				
TOTAL					
2. Technical Report	**10%**				
3. Presentation	**10%**				
4. Review of Related Literature	**10%**			**Evaluated by:**	**Date:**
GRADE					

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RULES:

1. Late groups will not be given the opportunity to present.
2. Incomplete group members, as well, shall not be allowed to present.
3. Each group shall be given **1 hour** to present their system proposal. It is furthermore divided into the following activities:
   a. **Set-up: 5 minutes**
   b. **Presentation: 20 minutes**
   c. **Q & A: 30 minutes**
   d. **Wrap-up and Deliberation: 5 minutes**
4. Excess time on each activity shall be added to the next activity. It would be the evaluators' discretion to extend the presentation time as they may deem so. **Each presentation shall be extended up to ten (10) minutes only**.
5. Excess setup time shall be deducted from the presentation time. Unconsumed presentation time shall be added to the question and answer proper.
6. Questions shall be entertained only after the presentation proper. However, clarificatory questions may be raised during the presentation proper.
7. **The panelist shall give the corresponding scores for each success indicator per criteria**. After which, the panelist must compute for the total score and rating of each criteria.
8. During Q&A each member will be asked individually and will be graded.
9. To promote total clarity between the panelists, faculties-in-charge and the students on the defense results, **no panellist shall give a numeric rating without indicating the scores on each success indicator**.
10. Each panelist must fill out the summary of grades for easy reference.
11. During the deliberation, the panelist shall make a summary of their observations, comments and recommendation to the project team.
12. Grades given by the panelists shall be final.
13. Panel members shall submit **fully accomplished and signed** rating sheet to the DIT Chairperson right after the defense session.

GRADING SYSTEM:

1. Each CRITERIA shall be graded with the following:

Score	Verbal Equivalent	Interpretation
5	**Exemplary**	**An ideal output**
4	**Adequate**	**What is expected**
3	**Developing**	**Almost what is expected**
2	**Beginning**	**Sort of what is expected**
1	**Not Demonstrated**	**Does not meet any of the standards**

2. The overall grade of the defense shall have the following weight:
   a. Technical Report 10%
   b. Presentation 10%
   c. Review of Related Literature 10%
   d. Project Grade 70%

   The Project Grade shall be further divided into the following sub-criteria:
   i. Problem Definition 10%
   ii. Problem Analysis 10%
   iii. Requirements Analysis 20%
   iv. Solution Analysis 20%
   v. Design Specifications 40%
3. The total grade of each sub-criteria shall be multiplied to the weight of the Project Grade.
4. Overall grade will be the sum of the weight of all the Main Criteria (Project Grade, Review of Related Literature, Technical Documentation, Presentation).
5. Each member must be graded individually based on their performance in the defense. Individual grades must be expressed in percentage.