Written Report Inspection Checklist

Category	Item	Y	N	N/A	Notes
Quantity	Report is complete. All required items are present.				
	Report seems thorough. Shows evidence of effort and careful thought.		-5		
	Reader does not have a feeling of missing anything. They are not left with unanswered questions.		-5		
	Page limits, if any, are respected.				
Quality	Accuracy - Facts and information given appear to be accurate and true.				
	Consistency - Information in the report does not contradict itself.				
	Value - Information provided is important and valuable.				
	(UML) Diagrams use proper and consistent notation.				
	Concentration - Report is not diluted by padding or fluff, such as extra wide margins and unimportant material added just to make the report look bigger.				
	Honesty - The report does not plagiarize or otherwise copy material without proper accreditation.				
Effort	Report is submitted properly (e.g. in proper git directory) and on time.				
	Report is named and formatted properly according to published guidelines.				
	Report is clearly written and easy to understand.				
	Report is written using complete sentences, with proper spelling and grammar, and no awkward phrases.				
	Report uses consistent format, nomenclature, numbering, symbols, abbreviations, throughout.				
	Report flows smoothly from beginning to end, without contradictions, repetitions, or awkward transitions.				
	Report makes good use of diagrams, charts, and graphs for effective communication.				
	Report makes proper and correct use of references, particularly when quoting external sources. Proper bibliography as needed.				
Assignment Specific					
Overall	How does this report compares to expectations and/or other similar documents.				90

Based on the concept that a report value is related to the quantity of information in it times the quality of that information, divided by the effort required for the reader to understand it.

Note that the values here are not actually multiplied and divided.