

A Document Layout & Formatting

		Marks allocation	
1	Headers and footers		
1.1	Headers and footers on all pages	Yes	1
		No	0
1.2	Headers and footers contain at least page numbers, date, project name, document identification (e.g. 'Project Proposal'), etc.	Perfect	2
		Needs improvement	1
		Missing	0
1.3	Clear distinction between headers and footers and rest of page	Yes	1
		No	0
2	Page of Contents		
2.1	Completeness	Complete	1
		Any item missing	0
2.2	Page numbers correctly referred to	All correct	1
		Any incorrect/missing	0
2.3	Items are numbered and refers correctly to sections, sub-sections, paragraphs, etc. in document	Yes	1
		No	0
3	Structure		
3.1	Document properly divided into sections, sub-sections, paragraphs, etc. as needed	Yes	2
		No	0
3.2	The sections, sub-sections, paragraphs, etc. into which the document is divided are properly numbered	Yes	1
		No	0
3.3	Document contains a cover page with at least the following information: name of project, name of project leader, names and student numbers of team members, identification of document (e.g. 'Project Proposal')	Yes	1
		No	0
3.4	Document contains an introduction which explains at least the following: Background to document, purpose of this document, quick overview/summary of the document	Yes	1
		No	0
3.5	General grammar, spelling, etc.	No mistakes	4
		Few mistakes	2
		More than 5 mistakes	0
3.6	All appendices are properly identified and referenced	Yes	2
		No	0
3.7	Drawings and diagrams are neat	All neat	3
		Some not neat	2
		Not neat	0
3.8	All drawings and diagrams are properly identified and named, e.g. 'Figure 1, Client organization structure.'	Yes	1
		No	0
4	General neatness of document:		
4.1	Consistent use of font type and size	Yes	1
		No	0
4.2	File is properly identified on the front and side with at least the following information: Group Number , project name, project leader and team names and student numbers	Yes	1
		No	0
4.3	File is neat on outside	Yes	1
		No	0
4.4	Different documents are properly divided in the file	Yes	1
		No	0
5	General Flow of the Document		
5.1	Cover page to describe the purpose of each deliverable	Yes	1
		No	0
5.2	Introduction and conclusion to each section of the document	Yes	2
		No	0
5.3	Deliverable conclusion to explain all the elements and contribution of each section in the deliverable	Yes	2
		No	0
6	Overall impression:		
6.1	Comparison with other projects in layout, beauty, readability, general appearance, etc.	Excellent	4
		Very Good	3
		Good	2
		Average	1
		Poor	0
Total			35

B Presentation Requirements

1	Leading the Workshop
1.1	The proper use of multimedia
1.2	The professional appearance of the team
1.3	Punctuality and keeping to time limits

1.4	Every team member plays an appropriate role in the workshop		
2 Argumentation			
2.1	The convincing power of the workshop (does it convince the audience to accept the deliverable?)		
2.2	Relevant and to the point		
2.3	The structure and logical flow of the workshop		
2.4	Team members can answer questions convincingly		
		Total	10

C Changes to Requirements

1	Changes		
1.1	List with detailed motivation for the changes (see note 1) BEFORE deliverable deadline	Good Motivation Not convincing	1 0
1.2	Specific sign-off by the client (over and above the normal deliverable sign-off) BEFORE deliverable deadline	Yes No	1 0
1.3	Sign-off by course-coordinator BEFORE deliverable deadline	Yes No	1 0
		Total	3

D Project Management

		Marks allocation	
1	Project Progress Report (Figure 4.11)		
1.1	Cover Page	Complete Not complete	1 0
1.2	Summary of Progress (of each meeting) (according to the minutes of the meetings)	Complete Not complete	5 0
1.3	Activity Analysis (e.g. due dates for deliverables are milestones in the project)	Complete Not complete	2 0
1.4	Previous Problems and Issues (encountered in previous deliverable/phase and solution - could have been solved or passed on to next deliverable)	Complete Not complete	2 0
1.5	New Problems and Issues (encountered in current deliverable/phase and solution)	Complete Not complete	2 0
1.6	Attachments - Signed Minutes (use template given in deliverable 1) of every meeting	Complete Not complete	3 0
2	Project Plan for next Deliverable		
2.1	Detailed Project Plan for next Deliverable (PERT & GANTT Chart) Overall Project	Complete Not complete	3 0
2.2	Sign-off by all members of project team (indicating that they accept the project plan and its implications)	Exist No	2 0
		Total	20

E Functional Specification Content Requirements

		Marks allocation	
1	Overview		
1.1	Complete document, containing all the aspects of a functional specification (look and feel, overall impression)	Complete Inadequate Incomplete	2 1 0
2	Use cases		
2.1	Full set of use case diagrams to completely describe the business scenarios in the system	Complete, no errors Incomplete, some errors	9 0
2.2	Full set of use case narratives for every use case identified in 2.1 (see note 2)	Complete, right format Incomplete	15 0
3	Process models of the new proposed system		
3.1	Context diagram	Complete, no errors Incomplete, some errors	4 0
3.2	A complete functional decomposition diagram	Overall structure good Lacking	1 0
		Numbers correct Numbers incorrect, missing	1 0
		Links fully to process models Some links missing Many links missing	2 1 0
3.3	A complete set of data flow diagrams for the system (high level, middle level and primitive level)	No technical errors Some technical errors Many technical errors	8 4 0
		Numbers correct Numbers incorrect, missing	1 0
		Balanced levels Not balanced	1 0
		Complete Missing some processes	2 0
3.4	A complete Data Dictionary for the data flow diagrams	Complete Incomplete	3 0
4	UML modelling		

4.1	A complete set of activity diagrams (with swim lanes) for the proposed system	Complete set of diagrams	8	
		Incomplete	0	
		No technical errors	3	
		Some technical errors	0	
5	Data Model			
5.1	Complete logical data model (Entity Relationship Diagram) (See note 3)	Enough entities	2	
		Not enough entities	0	
		No technical errors	8	
		Some technical errors	4	
		Many technical errors	0	
		ERD complete	8	
		Fairly complete	4	
		Incomplete	0	
		All entities in process model and vice versa	2	
		Not	0	
6	Interfaces and other inputs			
6.1	Complete input interface description (note 4)	Description complete	4	
		Incomplete	0	
7	Reports and other outputs			
7.1	Complete output description (note 5)	Description complete	4	
		Incomplete	0	
8	Validation			
8.1	Validate the details of the functional specification against the requirements (note 6)	All requirements met	6	
		Many not met	0	
9	Sign-off by the client			
9.1	Formally signed page where the client specifies that he/she has read the document, understands it, and agrees with its contents.	Signed-off	2	
		Not signed-off	0	
10	Complexity			
10.1	Complexity requirements (clearly show where your system is at this stage in terms of complexity)	Exist	2	
		Does not exist	0	
11	General			
11.1	Team sign-off	Exist	2	
		Does not exist	0	
Total			100	