UNIVERSITI TEKNOLOGI MARA

F8 – PROJECT FORMULATION REPORT EVALUATION FORM

STUDENT NAME		STUDENT ID	
PROGRAM			
SUPERVISOR			
PROJECT TITLE			
HANDOVER DATE			

Assessment Criteria	Weight (W)	Score (S) [0-10] (refer to F8 rubric)	Marks (W*S)
1. **Project Background and Problem** (Appropriate working title, clear problem statement, well-defined project scope.)	3		
2. **Objectives** (Clear, measureable and achievable.)	2		
3. **Significance of the Study** (Relevant to the community and practitioners.)	1		
4. **Literature Review** (Able to identify, collect, summarize and analyze relevant and latest issues of subject matter.)	5		
5. **Project Methodology** (Appropriate approach, methods, sources and deliverables in accomplishing the project.)	6		
6. **Presentation of the Report** (Follow the given guidelines, consistency of the contents, clarity, and language of the report, contain valid references and citations.)	3		
7. **Progress Evaluation (Supervisor Only)** (This may include supervisory meetings (Project In-Progress Form- F3), supervisory independency, responsibilities, commitment, maturity, etc.)	2		
Total:			

Comments	
Supervisor (30%)	**Examiner (15%)**

Name of Supervisor/Examiner:	Date:
Signature:	

CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1.	**Project Background and Problem**	• Working title that clearly reflects the project. • Well-defined problem statement. Provides exceptionally clear context supporting rationale for proposed project; clear statement of why project is needed. • Well-defined project scope.	• Working title that reflects the project. • Clear problem statement. Provides clear context supporting rationale for proposed project; clear statement of why project is needed. • Clear project scope.	• Appropriate working title. • Adequate statement of context supporting rationale for proposed project, statement of why project is needed. • Adequate project scope.	• Inappropriate working title. • Unclear problem statement. • Poor statement of context supporting rationale for proposed project, statement of why project is needed. • Not well-defined project scope.	No evidence
2.	**Objectives**	• Highly reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Clearly reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Adequately reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	• Does not reflect the following elements: • Specific • Measurable • Achievable • Realistic • Timeliness	No evidence
3.	**Significance of The Study**	• Highly relevant to the community and practitioners.	• Relevant to the community and practitioners.	• Adequately relevant to the community and practitioners.	• Not relevant to the • community and practitioners.	No evidence
4.	**Literature Review**	• Thorough review of relevant and empirical sources, citing seminal works in the field. • Exemplary synthesis and organization of literature that is clearly linked to project question. • Specific attention to diversity issues pertaining to project topic.	• Good review of relevant and empirical sources, citing seminal works in the field. • Good synthesis and literature organization of that is clearly linked to project question. • Attention to diversity issues pertaining to project topic.	• Adequate review of relevant and empirical sources. • Adequate synthesis and organization of literature that is linked to project question. • Some attention to diversity issues pertaining to project topic.	• Incomplete or poorly developed review of literature. • problems with organization • weak linkage to project topic.	No evidence

CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC (CONTINUED)

Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
Project Methodology	• Highly reflects the following elements: • Approach • Methods • Design • Deliverables	• Clearly reflex the following elements: • Approach • Methods • Design • Deliverables	• Adequately reflex the following elements: • Approach • Methods • Design • Deliverables	• Poorly reflex the following elements: • Approach • Methods • Design • Deliverables	No evidence at all
Presentation of Report	• The report is well structured and organized following the standard research reporting procedure/format. • Sentences are complete and no grammatical error, and they flow together easily. • All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality. • Contain most relevant references and citations.	▪ The report is structured and organized following the standard research reporting procedure/format. ▪ Sentences are complete with minor grammatical error. • Some figures, graphs, charts and drawings are accurate, consistent with the text and of good quality. ▪ Contain some relevant references and citations.	▪ The report is poorly structured and organized following the standard research reporting procedure/format. ▪ Sentences are complete with minor grammatical error. • Some figures, graphs, charts and drawings are not accurate, consistent with the text and of good quality. ▪ Contain a few relevant references and citations.	▪ The report does not follow the standard research reporting procedure/format. ▪ Poor grammar structure. • Figures, graphs, charts and drawings are not accurate, inconsistent with the text and of good quality. • Contain irrelevant references and citations.	No evidence at all
Progress Evaluation (Supervisor Only)	• Students highly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students moderately adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	• Students poorly adhere to the following elements: • Meetings • Responsibility • Commitment • Independence • Maturity • Attitude	Student Missing