**Project ID:**                    **Client Organisation Name:**

**Student Name:**

| Key criteria for this assessment | Comments |
| --- | --- |
| **Presenter Style**<br>Was an appropriate style used?<br><br>Was there effective use of eye contact?<br><br>Did the presenter speak clearly, confidently and with enthusiasm?<br><br>Did the presenter use language that the audience could understand? | |
| **Presentation Structure and Flow**<br>Was the presentation well structured, logical and easy to follow?<br><br>Was the use of visual aids adequate?<br><br>Did the presenter keep within the time limit? | |
| **Content**<br>Were all of the sections of the project plan document (excluding the executive summary) clearly outlined?<br><br>Was each section covered in sufficient depth? | |
| **Understanding and Progress**<br>Was appropriate emphasis given to the relevant sections (e.g. scope, deliverables, implementation plan, team member roles)?<br><br>Has sufficient progress been made towards the project deliverables at this stage of the project? | |
| **Q & A**<br>Did the presenter handle questions effectively?<br><br>Is the presenter able to articulate their role in the project? Is their role appropriate? | |
| **Summary Comment** | |