

# NSCC Capstone Client Assessment

## INFT3000 Capstone Project

Hello capstone client! Your capstone project should almost be complete and it's time for you to complete the final assessments of the student team. This assessment is your opportunity to give me some feedback on your team's skills, professionalism, and efficiency in completing your project. It is a crucial component in the overall assessment of the student. It is important that you be honest in your evaluation and provide some comments on what was good and what was bad about the team's performance. Feel free to enter your evaluation right into this word document, save it, and email it back to the instructor (sean.morrow@nscc.ca). Thanks again for this learning opportunity for our students!

	<b>Inadequate 0</b>	<b>Beginning 1</b>	<b>Developing 2</b>	<b>Accomplished 3</b>	<b>Exemplary 4</b>	<b>Score</b>	<b>Weight</b>
Did the team keep you informed of all stages of the project during development (via email, regular meetings, etc)?	No communication unless I enquired the team. No meetings.	Very little communication. Few meetings. I was in the dark most of the time.	Some communication via emails, but not enough meetings.	Decent number of meetings and good communication through email and other methods.	More than enough communication between myself and the team.		<b>5% of final grade (Project Process)</b>
Did you receive agendas and minutes for all meetings and were they run professionally?	Never	Seldom	Occasionally	Almost always	Always		<b>5% of final grade (Project Process)</b>
Did project team member #1 conduct him/herself professionally and be an active member of the project team?  Enter Name: _____	This person may as well have not been on the team.	Very unprofessional in most respects. Very little communication with me. Participated very little throughout the project.	Professional under most circumstances. Communicated and participated well in the team and with me.	Good level of professionalism with me; good communication throughout the project. Is a key member of the team.	Excellent level of professionalism with me; always prepared; excellent communication throughout the project. Is an integral component of the team.		<b>5% of final grade (Team Assess)</b>
Did project team member #2 conduct him/herself professionally and be an active member of the project team?  Enter Name: _____	This person may as well have not been on the team.	Very unprofessional in most respects. Very little communication with me. Participated very little throughout the project.	Professional under most circumstances. Communicated and participated well in the team and with me.	Good level of professionalism with me; good communication throughout the project. Is a key member of the team.	Excellent level of professionalism with me; always prepared; excellent communication throughout the project. Is an integral component of the team.		<b>5% of final grade (Team Assess)</b>
Was the final product completed to your satisfaction?	Yes	No	<b>If your client indicates a "No" the team will earn an automatic -25% in the course. Keep your client happy and complete your project on time!</b>				
Did the final delivered product meet the project requirements?	This is unusable as a final project.	Met some requirements, but a lot of elements are missing.	Met most requirements.	Met all requirements with some minor omissions.	Met all requirements and beyond.		<b>25% of final grade (Final Project)</b>
<b>Internal deadlines are just as important as client satisfaction. As a result, the team's final project (35% of final grade) will be subjected to the same late penalties as all projects. 3.5% of final grade will be lost for each day late. Teams must meet the final project deadline!</b>							

Please include additional comments here: