Instructions

Use the table below to determine the ranking for each item. Some items will be a Yes (5) or No (1)

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5	Exceptional	Consistency exceeds performance standard
4	Exceeds expectations	Meets and often exceeds performance standards
3	Meets expectations	Consistently meets performance standards
2	Improvement needed	Meets but often falls short of performance standards
1	Unacceptable	Significant improvement needed, information missing

Project Information

Project Name:		Your Name:	
Project Leader:		Faculty Adviser	

Project Overview

Objective	Ranking				
Project photo and project information provided	5				1
Project objectives were clear and reasonable	5	4	3	2	1
Short and long term goals were clear and reasonable	5	4	3	2	1
Project deliverable(s) for the semester clearly defined	5	4	3	2	1

Comments:

Project Plan

Objective	Ranking				
Team milestones, outcomes and expectations were clear and reasonable	5	4	3	2	1
Teams identified potential issues to completing objectives	5	4	3	2	1
Risk assessment and mitigation were clear and reasonable	5	4	3	2	1

Comments:

Design Overview

Objective	Ranking				
Design parameters satisfy functional requirements	5	4	3	2	1
Design involves proper analysis	5	4	3	2	1
Technical analysis validation is clear and reasonable	5	4	3	2	1
Team has an understanding of constraints (including costs)	5	4	3	2	1

Comments:

Presentation and Professionalism

Objective	Ranking				
All team members were present, engaged and professional	5				1
Team is confident, but listens to suggestions	5	4	3	2	1
Team answered technical questions accurately	5	4	3	2	1
Presentation was organized, productive and easy to follow	5	4	3	2	1

Comments: