

Proposal Review Instructions

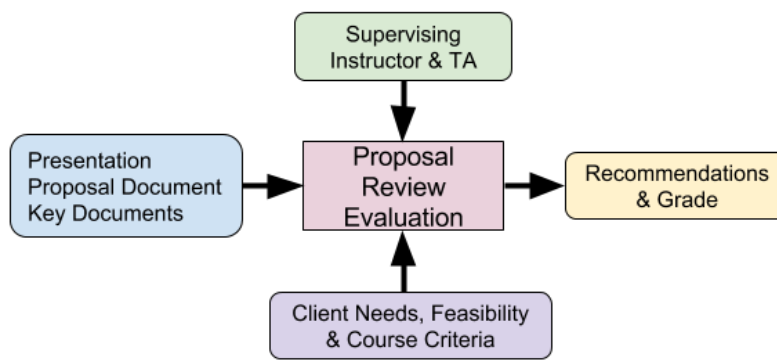
Formative Evaluation

August 22th, 2019

These instructions present what is expected in terms of the proposal review which will be given as part of the requirements for milestone 1 (proposal review).

Purpose

The proposal review is an evaluation of the content of the proposal document and your presentation by your supervising instructor and TA. The basis for evaluation is in terms of client needs, and project feasibility based on the course criteria. The evaluation will assess how well the proposal serves as a baseline agreement among all parties of what must be accomplished. The schematic below summarizes the evaluation process.



Additional information on the proposal document is provided in the file 'Proposal_Documentation' on Connect.

Audience

The proposal review will be evaluated by your supervising instructor who will represent the following stakeholders:

- *User*: Has the team identified the user's needs?
- *Designer*: Has the team described a feasible technical solution for meeting the user's needs?
- *Business Personnel*: Does the proposal consider the business objectives of the organization and / or client?
- *Legal Personnel*: Does the product respect the laws and values of society?
- *Quality control*: Is there a plan for validating the product's claims?

Content

Each proposal review consists of a proposal document, key documents, presentation highlighting the proposal document's findings and any additional deliverables the team wishes to present or which are required by the instructor.

Because each project and client is different, it is up to your team to decide what information you will include in your proposal review. Check that everything you include is relevant to the purpose of the review from the perspective of the stakeholders.

*Discuss your proposal review agenda with your supervising instructor **before** your evaluation!*

Presentation Delivery

Assesses how well the presentation uses oral and visual means to convey highlights from the team's proposal document.

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| Time | Make sure that you are able to deliver your message in the allotted time. |
| Organization | Ensure that there is a logical flow to the presentation. |
| Oral presentation | Speak to the audience clearly and avoid reading from computer screens or cards. |
| Visual presentation | Use large fonts and images where appropriate to support your message. |
| Message | Use the presentation to highlight the most significant aspects of your project. Prepare supporting material to use in the question period. |

You should rehearse all parts of your presentation as a team more than once before your evaluation and ask for feedback from your supervising instructor and / or TA.

Presentation Message

Assesses the degree to which the team convinces the evaluators of the viability of the proposal by justifying their conclusions from the proposal document.

| | |
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| Purpose | Define what the product is, what it does, and for whom. Forms an agreement among all parties of what must be accomplished. Provides a basis for evaluating success. |
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| | |
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| Audience | Identifies and describes major stakeholder concerns, e.g. user, designer, business / legal personnel, quality controller, as related to the product. |
| Requirements, Constraints | Identifies and describes the most significant requirements, and constraints of the project as it relates to the stakeholders. |
| Solution path | Describes a technical solution by identifying the most critical / risky aspects of the project and justifies the best solution based on what your team knows at this point in time. |

Document

A detailed description of how your proposal document will be evaluated is available in the 'Proposal_Document' and 'Key_Document' files on Connect.

Presentation Guidelines

Below is a description of how a typical presentation will be organized. You or your supervising instructor may modify these guidelines.

| Item | Description |
|------------------------|--|
| Attendees | Supervising instructor, TA and all members of the project team. |
| Time | During the Capstone lab or lecture hours between Oct 15th and Oct 18th. Check with your supervising instructor for your schedule |
| Duration | Typically 30 min including questions. |
| Location | Typically in your weekly meeting room. |
| Presentation materials | A projector will be available. Check with your instructor if your team needs other material (whiteboard, camera projector, handouts, etc). |
| Materials submission | All materials used in the presentation should be submitted in the Proposal Review assignment on Connect. |

Evaluation

The proposal review is a formative evaluation which will identify what you are doing well and what needs improvement. A detailed description of the capstone course evaluation can be found in the syllabus. Marking rubrics and instructions are available on Connect under the Milestone 1 - Proposal assignment.

Your proposal review will be evaluated by the:

- *Supervising instructor* who assesses the technical content, and correctness as it applies to the project. The supervising instructor will use technical rubric for assessment. The proposal review will make up a portion of the grade for milestone 1.
- *Supervising TA* who will assess the technical content as it applies to the project and make a recommendation to the supervising instructor.

After you receive your grade, you are required to meet as a team with the communication TA to discuss their feedback and suggestions.

Your proposal review presentation and your proposal document and key document evaluation will be combined to give your grade for the milestone 1 proposal review.