**IT Capstone Project Milestone Evaluation Form**

Project \_\_\_\_\_\_\_\_Buzz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Milestone #\_1\_ Date: 2/16/2017

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| --- | --- | --- | --- |
| **0-5**  Significant improvementneeded | **6-7**  Improvement needed | **8-9**  Satisfactory ­- meets expectation | **10**  Outstanding |

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| --- | --- | --- | --- |
|  | **Evaluation Item** | **Score (10 point)** | **Comments** |
| 1 | Milestone **report/presentation** quality and performance: well prepared, clearly presented, good slides. | 9 | Very nice. |
| 2 | **Milestone completion:** meet milestone objectives, no major unjustified delay, good documentation and evidence to support claims, etc. | 8 | Need more work on designing/documenting database structure. |
| 3 | **Communication**: active communication with the instructor/project owner, regular updates, prompt responses, clearly understanding of client needs and requirements, meeting etc. | 8 | The client is very engaged and expect more communication and send files for review before the meeting. |
| 4 | **Project planning and management practices:** project planning and tracking, including workload and task management, meeting planning, and logs. | 9 | Good planning and tracking; need some improvement on task distribution. |
| 5 | **Team work/energy**: collaboration, peer learning, meeting attendance, involvement and engagement of members, etc. Also include demonstrated passion and commitment to the project. | 9 |  |
| 6 | **Submission**: completeness and quality of required submission items | 9 |  |

Any other comment to improve the project and team performance?

Good job on the project website

Don’t underestimate the work. Start early. Plan shorter response cycles. Look forward to your improvement in milestone 2.