

ECE Capstone Project Evaluation Form

Project:	
Sponsor:	
Evaluator:	
Team Member 1:	
Team Member 2:	
Team Member 3:	
Team Member 4:	
Team Member 5:	

Deliverable	Criteria/Rubrics	Team	Team Member				
			1	2	3	4	5
Project Proposal	Describes motivation/background						
	Formulates problem statement						
	Identifies requirements						
	Identifies constraints						
	Identifies deliverables						
	Proposes solution						
	Describes plan of action, timetable						
	Criteria for success						
Requirements/Specifications	Requirements written and reviewed						
	Requirements clearly and logically described						
	External specifications written and reviewed						
Test Plan	Identifies equipment, tools, infrastructure required						
	Articulates testing goals and strategy						
	Addresses repeatability, regression testing, automation as appropriate						
	Identifies and documents test cases						
	Conditions, inputs, expected results						

Project Plan/Schedule	Identifies tasks, resources, personnel						
	Provides for concurrent development						
	Includes tasks for testing, documentation, appropriate reviews						
	Includes dependencies between tasks						
	Tasks are decomposed into manageable/trackable size						
	Appropriate level of detail						
	Tasks assigned to team members in accordance with skills, workload						
Early Team and Self Appraisal	Candid (non cursory) appraisal of self and teammates						
WPRs (Weekly Progress Reports)	Submitted regularly and on time						
	Succinctly capture project status						
	Tasks identified consistent with plan/schedule						
	Tasks worked on/completed						
	Tasks planned						
	Issues/problems identified						
Meetings	Regular team meetings held throughout project						
	Agendas distributed beforehand						
	Meeting minutes, outcomes, action items recorded						
	All team members participating						
	Team members challenge each other respectfully						
Engineering Log Book or Wiki	Contemporaneous personal record						
	Includes specific actions, experiments, tasks undertaken and results						
	Includes ideas for next steps, alternatives						
Project Notebook or Wiki	Includes copies of all relevant project documents (reqs, specs, plans)						
Oral Presentation	[see details in separate doc]						
Final Project Report	[see details in separate doc]						
Final Team and Self Appraisal	Candid (non cursory) appraisal of self and teammates						
	Identifies each individual's contributions						
Project Outcome	Team met project objectives						
	All deliverables achieved with satisfactory results						
Contribution	Team member contributed significantly to team's success						
Completed On-Line Survey	Each team member has completed on-line Capstone survey						
Final Grade	Final Grade Recommendation						