

Board of Directors Review - Team (Rev. 2026-08-13)

Project Name:

Reviewer:

Date:

Time:

Section:

<i>Criteria</i>	<i>Exceeds Expectations 93-100 (A), 90-92 (A-)</i>	<i>Meets Expectations 87-89 (B+), 83-86 (B), 80-82 (B-)</i>	<i>Fair 77-79 (C+), 73-76 (C), 70-72 (C-)</i>	<i>Needs Improvement 67-69 (D+), 65-66 (D)</i>	<i>Unacceptable Below 65 (F)</i>	<i>Raw Num. Score</i>	<i>Wt.</i>	<i>Wt. Score</i>
Purpose - Purpose / Project Goal - Benefits to the Client / End User	Clearly explains the client problem and project purpose and identifies significant benefits to the client/end user.	Clearly explains the client problem and project purpose, but the benefits to the client/end user lack depth.	Explains the client problem and project purpose, but the benefits to the client/end user are unclear.	The client problem and project purpose are unclear, and benefits to the client/end user are not presented or unclear.	The client problem, project purpose, and benefits to the client/end user are not presented.		0.10	
Project History/Past Work - Existing Technology / Current Scenario - Motivation / Identified Gap	Provides strong understanding of existing technology/past work and clearly identifies limitations and motivation for the project.	Describes relevant existing technology/past work and explains the motivation for the current project.	Provided basic background but limited explanation of gaps or motivation.	Background is incomplete and motivation is not clear.	Little or no relevant background information is provided		0.10	
Semester Objectives/ Requirements - Objectives and deliverables - Quantitative requirements	Objectives are SMART and clearly aligned with client needs. Key requirements are clearly defined with metrics.	Objectives, deliverables, and key quantitative requirements are clearly defined.	Objectives and deliverables are present but some are not clear or incomplete; Key requirements are limited and not well defined.	Objectives or requirements are poorly defined or unrealistic.	Objectives and deliverables, or requirements are missing.		0.15	
Proposed System Architecture - System components - Integration/ Communication	Complete system architecture clearly shows all major components, interfaces, and system interactions. Integration/ interfacing is thoroughly explained.	Clearly explains all major components in the system architecture and how they interact.	Most major components in the system architecture are shown, but some interfaces or interactions are unclear.	System architecture is incomplete or difficult to understand.	System architecture is missing or fundamentally incorrect.		0.20	
Technical Approach & Progress - Tools/Methods/Tests - Progress & Preliminary Results	Justifies the use of appropriate tools and methods; demonstrates substantial progress with testing, and preliminary results.	Uses appropriate tools and methods and demonstrates meaningful progress with preliminary results.	Technical approach is appropriate. Progress is limited.	Technical approach is not appropriate or poorly presented. Progress is limited.	Technical approach is not presented or incorrect. Little/no progress is demonstrated.		0.10	
Next Steps & Plan Milestones/Activities	Prioritized next steps are clear, well-defined, and realistic for completing the project.	All appropriate next steps are identified and support realistic completion of the project.	Only some of the next steps are identified and presented.	Next steps are vague, incomplete, or unrealistic.	No meaningful plan/steps for remaining work is provided.		0.15	
Communication (PPT) - Contents & Organization - Visuals and Language quality.	The information is complete, very clear, and organized with clear slide titles. Visual aids enhanced the presentation. There are no writing errors.	The information is organized and clear. Most of the visual aids enhanced the presentation. There are minimal writing errors.	The information is sometimes hard to follow. Some visual aids were used to clarify key points. There are some writing errors.	Information is incomplete, unclear and/or disorganized. Insufficient visual aids are used. There are noticeable writing errors.	Information is difficult to follow – owing to missing technical information and a lack of visual aids. There are numerous writing errors.		0.20	
Total							1.00	

What aspects of the project are impressive? (Required)

What are possible opportunities for improvement? (Required)

If you need more space, please use the back of this paper.