| **Criteria** | **Exceeded Expectations** | **Match Expectations** | **Less Than Expected (Fair)** | **Need Improvements** | **Failure** |
| --- | --- | --- | --- | --- | --- |
| **SOW Background:-** Sponsor- Customers- Problem- Motivation | The background information is very clear. | The background information is mostly clear. | The background information is somewhat clear. | The background information is hardly clear. | The background information is unclear. |
| **SOWLong Term Objectives:**- Project  outcomes- Expected  benefits | Long term outcomes and expected benefits are very clear and reflect customer’s needs. | Long term outcomes and expected benefits are mostly clear and reflect customer’s needs. | Long term outcomes and expected benefits are somewhat clear and reflect customer’s needs. | Long term outcomes and expected benefits are hardly clear. | Long term outcomes and expected benefits are unclear. |
| **SOWSemester Objectives:**- Specific- Measurable- Achievable in one semester- In scope- Out of scope | All of current semester objectives are realistic, very clear, and consistent with the long term objectives. | Most of current semester objectives are realistic, clear, and consistent with the long term objectives.   | Some of current semester objectives are realistic, clear, and consistent with the long term objectives. | Few of current semester objectives are realistic and consistent with the long term objectives.  | Current semester objectives are unrealistic and/or unclear. |
| **SOW Technical Approach:**- Strategy- Assumptions- Resource needs | The technical approach is very clear and realistic. | The technical approach is clear and realistic.  | The technical approach is somewhat clear. | The technical approach is vague. | The technical approach is unclear. |
| **SOW: Deliverables****Schedule:**- Deliverables,  not tasks- Dates | Deliverables are presented. It is easy to correlate them to the semester goals.All dates reflect a good first approximation to the project schedule.  | Many deliverables and few tasks are presented. It is generally easy to correlate them to the semester goals. Most of the dates reflect a good first approximation to the project schedule.  | Some deliverables and some tasks are presented. It is somewhat difficult to correlate them with semester goals. Some dates reflect a good first approximation to the project schedule. | Few deliverables and many tasks are presented. It is generally difficult to correlate them with the semester goals.Few dates reflect a good first approximation to the project schedule. | Tasks, not deliverables, are presented. It is very difficult to correlate them with the semester goals. Dates do not reflect a good first approximation to the project schedule. |