| **Project Name:** | **Reviewer:** | **Date:** |
| --- | --- | --- |
| **Criteria** | ***Exceeds Expectations4.0 (A), 3.67 (A-)*** | ***Matches Expectations3.33 (B+), 3.0 (B), 2.67 (B-)*** | ***Fair2.33 (C+), 3.0 (C), 1.67 (C-)*** | ***Needs Improvements1.33 (D+), 1.00 (D)*** | ***Unacceptable0.0 (F)*** | **Raw Score** | **Wt.** | **Weighted***Click Ctrl-A and F9* |
| **A) Breadth of Research Sources*** Patents, Academic papers, Textbooks

User Interviews, Consumer Reviews | Multiple varied sources were used. The memo demonstrates a strong understanding of the topic | A few sources of different types were used and cited. The memo demonstrates a good understanding of the topic | A few sources were used. But all of a similar type. The memo demonstrates some understanding of the topic | Single source used for gathering information. The memo demonstrates a slight understanding of the topic | No research was done, or sources cited. The memo demonstrates no understanding of the topic | 0.00 | 0.20 | 0.00 |
| **B) Review and/or Reproducing of Previous Testing or Installation** | Clearly documented results from the appropriate tests and hardware/software configurations. | Some documented results of some appropriate tests or hardware/software configurations. | Missing some information on testing done or results and observations. | Information is insufficient to describe what was attempted or what the results were. | No information on setup or configuration used for tests. No results of testing discussed. |
| **Technical Content*** Quantified Metric or Values
* Constraints and Engineering Specifications
* Engineering Standards
 | The memo contains much useful technical information critical to move the project forwards. | The memo is thorough and contains useful technical information. | The memo contains some useful technical information. | The memo is brief and/or missing facts, numbers, specifications, and technical information. | The memo contained no technical information, only unjustified opinion. | 0.00 | 0.35 | 0.00 |
| **Applicable to Project*** Relevant to the project
* Analyses and implication
* Usefulness
 | Very clearly explains how the technical information is critical to the project. Implications for project decisions are very clear.  | Information is mostly relevant to the assigned topic. Implications for project decisions are mostly clear.  | Information is somewhat relevant to the assigned topic. Implications for project decisions are somewhat clear.  | Information is insufficient and/or hardly relevant to the assigned topic. Implications for project decisions are unclear.  | Information is irrelevant to the assigned topic.  | 0.00 | 0.20 | 0.00 |
| **Technical Writing*** Organization
* Presentation, including tables, figures, caption, citations, and bibliography
* Stylistic choices
 | Demonstrates detailed attention to and successful execution of a wide range of conventions particular to technical writing. | Demonstrates consistent use of important conventions particular to technical writing. | Follows expectations appropriate to technical writing for basic organization, content, and presentation. | Some attempt to use a consistent system for basic organization and presentation. | No consistent system for basic organization or presentation. No tables, figures, citations used. | 0.00 | 0.15 | 0.00 |
| **Control of Syntax and Mechanics*** Spelling & Grammar
 | Uses straightforward language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error-free. | Uses straightforward language that generally conveys meaning to readers. It contains a minimal number of spelling and/or grammatical errors. | Uses language that generally conveys meaning to readers with clarity, although it contains a few spelling and/or grammatical errors. | Uses language that sometimes impedes meaning because of errors in usage. | Uses unclear language and contains many spelling and/or grammatical errors. | 0.00 | 0.10 | 0.00 |
| **NOTE:** Depending on the memo topic, use **ONLY ONE** of row A or B for grading. | **Total** | **1.00** | **0.00** |