**Project Name: Reviewer: Date:**

| *Criteria* | ***Exceeds Expectations 93-100 (A), 90-92 (A-)*** | ***Matches Expectations 87-89 (B+), 83-86 (B),  80-82 (B-)*** | ***Fair 77-79 (C+), 73-76 (C),  70-72 (C-)*** | ***Needs Improvement 67-69 (D+), 65-66 (D)*** | ***Unacceptable Below 65 (F)*** | ***Raw Numeric Score*** | ***Wgt.*** | ***Score*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Introduction***   * *Background and Customer Needs Analysis* * *Technology Assessment* * *Concept Generation and Selection* * *Eng requirements/metrics* * *System design* | Sections from the Previous Client Meeting are improved (Design Concepts/System Design comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are somewhat improved (Design Concepts/System Design comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are not significantly improved (comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are not improved or absent (comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are absent. |  |  |  |
| **Technical Progress Updated**   * Design calculations * Technical difficulties * Technical risk * Subsystem test results, data if available * System test results and data if available. | Technical information is very relevant to the assigned topic. Information is complete and analysis and insight provided. Technical difficulties are clear and risk abatement plans are clear and in place. | Technical information is relevant to the assigned topic. Information is mostly complete, and some analysis and insight provided. Technical difficulties are mostly clear and risk abatement plans are identified. | Technical information is somewhat relevant to the assigned topic. Information is partially complete. Analysis and insight are weak. Technical difficulties are partly clear and risk abatement plans are partly clear. | Technical information is minimally relevant to the assigned topic. Information is in complete. Analysis and insight weak or missing. Technical difficulties are not clear and risk abatement plans are not clear | Technical information is missing or not relevant to the assigned topic. Analysis and insight not provided. Technical difficulties not identified, and no risk abatement is identified. |  | 0.6 |  |
| **Schedule Update**   * Semester milestones * Deadlines and deliverables – short term * Project risk | Semester milestones are SMART and relevant. Deadlines and deliverables SMART and relevant. Immediate term – by next sponsor review – are SMART. | Semester milestones are mostly SMART and relevant. Deadlines and deliverables mostly SMART and relevant. Immediate term – by next sponsor review – are mostly SMART. | Semester milestones are partly SMART and relevant, or incomplete. Deadlines and deliverables partly SMART and relevant, or incomplete Immediate term – by next sponsor review – are partly SMART. | Semester milestones are not SMART or relevant. Deadlines and deliverables not SMART or relevant. Immediate term – by next sponsor review – are not SMART or missing. | Semester milestones are absent. Deadlines and deliverables are missing. Immediate term – by next sponsor review – are missing. |  | 0.2 |  |
| **Communication**   * Consistent and logical flow and organization * Professional (conforms to PPT standard format, clear and concise, fully annotated figures) * Appropriate use of tables, diagrams, figures, sketches, models. - labeled and cited * Appropriate use of references and citations * Facts and evidence provided to support conclusions | The presentation is consistently clear and concise, using an abbreviated PPT appropriate writing style and with little or no spelling/grammar errors. Presentation is well formatted and flows smoothly, in a logical manner. Diagrams/figures are appropriately used to illustrate the text. Citations with proper references are always included. | The presentation is clear and concise, and ly uses an abbreviated PPT appropriate writing style with few spelling or grammar errors. Information usually flows smoothly and in a logical manner. Many diagrams/figures are included to clarify the text. References are used and properly cited. | The presentation is generally clear with some spelling / grammatical errors. The abbreviated PPT appropriate writing style is not consistently followed. Poor organization of information sometimes made some parts of the presentation difficult to follow . Some diagrams accompany the text. Some errors in referencing/citing are made. | The presentation is unclear and overly wordy or missing supporting technical detail. It used a “diary-style” (vs. a technical style ). The information did not flow smoothly and lacks a logical structure. Few diagrams were included and were not properly related to the text. Few or incomplete references were used; citations were missing or incomplete. | The presentation contains few details and insufficient facts and evidence. A PPT appropriate writing style was not utilized; terminology used is casual -not technical making it difficult to read and understand Diagrams or illustrations are not included or are improperly used. References are not used, are incomplete or missing. |  | 0.2 |  |
|  |  |  |  |  |  | Total | 1.00 |  |