**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* * *Engineering requirements/metrics* | Project Overview sections from Client Meeting 1 are improved (comments addressed, clarity and relevance of figures/graphs, updated all requirements, style improvements including fonts, wording, organization). | Project Overview sections from Client Meeting 1 are somewhat improved (comments addressed, figures/graphs clarity, updated requirements, some style improvements including fonts, wording, organization). | Project Overview sections from Client Meeting 1 are not significantly improved (few comments addressed, better figures/graphs, updated some requirements, style improvements including fonts, wording, organization). | Project Overview sections from Client Meeting 1 are not updated (comments not addressed, figures/graphs and requirements unchanged , few style modifications on fonts, wording, organization). | Project Overview sections from Client Meeting 1 are absent. |  | 0.10 |  |
| **Design Concepts**   * System Design * Subsystem Requirements * Subsystem Interface * System Integration | System aspects of the problem are clear with subsystem requirements and subsystem interfaces well defined. System integration tasks are identified in detail. | System aspects of the problem are mostly clear with subsystem requirements and subsystem interfaces defined. System integration tasks are identified. | Limited system aspects of the problem are presented with subsystem requirements and subsystem interfaces partially defined. System integration tasks are not specific. | System aspects of the problem are not clear; subsystem requirements and subsystem interfaces are poorly defined. System integration tasks are incomplete or unclear. | System aspects of the problem, subsystem requirements and subsystem interfaces are not presented or defined. System integration tasks are missing. |  | 0.25 |  |
| **Technical progress**   * Preliminary design calculations * Technical challenges * Technical risk | Technical information is complete and very relevant to the project. Insight and analysis is provided. Technical challenges are clear; risk abatement plans are clear and in place. | Technical information is relevant to the project. Information is mostly complete, and some analysis and insight are provided. Technical challenges are presented; risk abatement plans are identified. | Technical information is somewhat relevant to the project. The information is incomplete. Analysis and insight are weak. Technical challenges and risk abatement plans are incomplete and ill-defined. | Technical information is not relevant to the assigned topic. Information is incomplete. Analysis and insight is not provided. Technical challenges and risk abatement plans are vague | Technical information, analysis and insights are not provided. Technical challenges and risk abatement plans are not identified. |  | 0.25 |  |
| **Schedule**   * Semester milestones * Deadlines and deliverables * Project risk | Semester milestones are SMART and relevant. Deadlines and deliverables are SMART and relevant. Significant project risks and risk mitigation plan are explained. | Semester milestones are mostly SMART and relevant. Deadlines and deliverables are mostly SMART and relevant. Some project risks are presented; a risk mitigation plan is proposed. | Some semester milestones are SMART and relevant, or incomplete. Deadlines and deliverables partly SMART and relevant, or incomplete. Project risks are not understood. | Semester milestones are not SMART or relevant. Deadlines and deliverables not SMART or relevant. Project risks and mitigation plans are not addressed. | Semester milestones, deadlines and deliverables, and project risks/mitigation plan are not presented. |  | 0.15 |  |
| **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. |  | 0.25 |  |
|  |  |  |  |  |  | Total | 1.00 |  |