Technical Progress and Project Management Rubric (Ver. 2023-01-21)

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| **Student:** |  | **Reviewer:** |  | | | **Date:** |  | |
| **Criteria** | | **Meets Expectations 20** | | **Satisfactory 0 ~ 20** | **Unacceptable 0.0** | | | **Score** | |
| **Technical and Project Management Tasks**   * For each week, at least one S.M.A.R.T task (or subtask) is defined. | | Always | | Sometimes | No evidence | | |  | |
| **Technical Content and Project Relevance**  - Technical contributions and/or relevant background information are provided.  - The information obtained is relevant to the project.  - Team member highlights how the information relates to the project and how it will contribute to advancing the project. | | Always | | Sometimes | No evidence or contribution is not technical. | | |  | |
| **Clarity of Engineering Documentation**  - Provides a clear explanation of the technical information that is readily understood.  - Team member demonstrates an understanding of the technical info (vs. providing URL or reference link only). | | Always | | Sometimes | No contribution or  information cannot be understood | | |  | |
| **Timeliness**  - Tech contributions are made in a timely manner and help to advance the project.  - Project management tasks are completed according to schedule. Justification is provided for tasks that are delayed. | | Always | | Sometimes | No contribution or completed too late to be useful | | |  | |
| **Accessibility**  - Team member documents each tech contribution, findings and relevance to the project in an EDN forum thread or in the repository.  - URL or reference/citation is provided. | | Multiple posts/ week | | Single post each week | No evidence | | |  | |
| **Total (Max 100)** | | | | | | | |  | |