Preliminary Design Review Feedback Form (Rev. 22)

Project Name: _____

Reviewer: _____

Date: _____   **Location:** _____

I.   Team Presentation

Criteria	Exceeded Expectations A/A-	Matched Expectations B+/B/B-	Less Than Expected (Fair) C+/C/C-	Needs Improvements D+/D	Failure F	Score
Introduction • Stakeholders • Sponsor's motivation • Customer needs • Customer benefits	It was very clear why this project is important for the stakeholders.	It was mostly clear why this project is important for the stakeholders.	It was usually clear why this project is important for the stakeholders.	It was somewhat unclear why this project is important for the stakeholders.	It was unclear (or not introduced) why this project is important for the stakeholders.	
Problems • Project History • Semester goals • Technical problems to be solved	It was very clear what the team plan to do and why.	It was mostly clear what the team plan to do and why.	It was usually clear what the team plan to do and why.	It was somewhat unclear what the team plan to do and why.	It was unclear (or not introduced) what the team plan to do & why.	
Requirements • Functional • Non-Functional - Performance, Size, and Usability • Justification	Requirements and justification were very clear.	Requirements and justification were mostly clear	Requirements and justification were usually clear.	Requirements and justification were somewhat unclear.	Requirements and justification were unclear (or not presented).	
Technical Approach • Choice of Core technology • System Architecture • Feasibility	Technical approach is very clear and appears to be sound.	Technical approach is mostly clear and appears to be sound.	Technical approach is somewhat clear and appears to be sound.	Technical approach is somewhat unclear and/or questionable.	Technical approach was unclear or inappropriate (or not presented).	
Progress and Plan • Preliminary Results • Awareness of open Issues • Next steps	Much progress was made. Next steps were realistic and clearly defined.	Good progress was made. Most of the next steps were realistic and clearly defined.	Fair progress was made. Many of the next steps were realistic and clearly defined.	Slight progress was made. Some of the next steps were realistic and clearly defined.	No progress was made. Next steps were unrealistic, unclear, or not presented.	
Poster • Contents • Structure / Reading • Visual presentation • Grammatical and spelling errors.	Information was complete, clear, and very easy to follow. There were no errors.	Information was complete, usually clear, and mostly easy to follow. There were minimal errors.	Information was complete, somewhat clear, and flowed well. There were minimal errors.	Information was complete but rarely clear. (OR incomplete.) There were noticeable writing errors.	Information was incomplete and/or unclear.	

What aspects of the project were impressive?

What are possible opportunities for improvement?

If you need more space, please use the back of this paper.

Project Name: _____

Reviewer: _____

II.   Individual Presentation

Criteria	Exceeded Expectations A/A-	Matched Expectations B+/B/B-	Less Than Expected (Fair) C+/C/C-	Needs Improvements D+/D	Failure F

Contents
• **Information**
  - Accuracy
  - Completeness
	Always accurate, complete, and clear.	Mostly accurate, complete, and clear.	Usually accurate, complete, and clear.	Frequently unclear, inaccurate, and/or incomplete.	Unclear, inaccurate, and/or incomplete.

Presentation
• **Verbal** (volume, tone, pace, fillers, etc.)
• **Non-Verbal** (gestures, posture, eye contact, etc.)
• **Openness**
  - Defensiveness
  - Argumentativeness
	It was very easy to understand without distracting mannerisms.	It was mostly easy to understand without distracting mannerisms.	It was usually easy to understand with few distracting mannerisms.	It was frequently difficult to understand with some distracting mannerisms.	It was very difficult to understand with noticeable distracting mannerisms.

Students

First Name & Last Name	Contents Points	Presentation Points	Comments

Any additional comments about the project?