

Preliminary Design Review Feedback Form (Rev. 23)

Project Name: _____

Reviewer: _____

Date: _____ Time: _____ Section: _____

I. Team Presentation

Criteria	Exceeded Expectations A/A-	Matched Expectations B+/B/B-	Less Than Expected (Fair) C+/C/C-	Needs Improvement D+/D	Failure F	Score
Introduction <ul style="list-style-type: none"> 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 somewhat clear why this project is important for the stakeholders.	It was unclear why this project is important for the stakeholders.	It was not presented why this project is important for the stakeholders.	
Problems <ul style="list-style-type: none"> 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 somewhat clear what the team plan to do and why.	It was somewhat unclear what the team plan to do and why.	It was not introduced what the team plan to do & why.	
Requirements <ul style="list-style-type: none"> Functional Non-Functional <ul style="list-style-type: none"> Performance, Size, and Usability Justification 	Requirements and justification were very clear.	Requirements and justification were mostly clear.	Requirements and justification were somewhat clear.	Requirements and justification were not clear.	Requirements and justification were not presented.	
Technical Approach <ul style="list-style-type: none"> 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 unclear and/or questionable.	Technical approach was inappropriate or not presented.	
Progress and Plan <ul style="list-style-type: none"> 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 not clearly defined.	No progress was made. Next steps were unrealistic, unclear, or not presented.	
Poster <ul style="list-style-type: none"> Contents Structure / Reading Visual presentation Grammatical and spelling errors. 	Information was complete, clear, and very easy to follow. There were no writing errors.	Information was complete, usually clear, and mostly easy to follow. There were minimal writing errors.	Information was complete, somewhat clear, and flowed well. There were some writing errors.	Information was unclear. There were noticeable writing errors.	Information was incomplete.	

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.

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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 <ul style="list-style-type: none"> • Information - Accuracy - Completeness 	Always accurate, complete, and clear.	Mostly accurate, complete, and clear.	Somewhat accurate, complete, and clear.	Frequently unclear, inaccurate, and/or incomplete and unclear.	Unclear, inaccurate, and/or incomplete. Insufficient Technical.
Presentation <ul style="list-style-type: none"> • 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 somewhat easy to understand with few distracting mannerisms.	It was 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?