Project Name:

Reviewer

Day/Date: **Time:**   **Section/Room:**

Team Presentation

Criteria	Exceeds Expectations 93-100 (A), 90-92 (A-)	Meets 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 Num. Score	Wt.	Wt. Score
Overview • Stakeholders: Client, Users, and other people who are directly or indirectly affected by your work • Project history (past work) • Client's motivation and expected benefits	All the information regarding the stakeholders and project history is relevant to the project. There is a critical analysis of the client's motivation and expected benefits.	Most information regarding the stakeholders and project history is relevant to the project. There is an analysis of the client's motivation and expected benefits.	Some information regarding the stakeholders and project history is relevant to the project. There is some analysis of the client's motivation and expected benefits.	The information regarding the stakeholders and project history is incomplete. There is limited analysis of the client's motivation and expected benefits.	Stakeholders, project history, client's motivation, and expected benefits are not presented.			
Semester Goals • Semester goals and deliverables • Technical problems to be solved	Semester goals, technical problems, and deliverables are specific, measurable, actionable, and clear.	Semester goals, technical problems, and deliverables are actionable and clear.	Semester goals, technical problems, and deliverables are presented with some explanation.	Semester goals, technical problems, and deliverables are unclear.	Semester goals, technical problems, and deliverables are not presented.			
Customer Needs, Technical Requirements, Constraints, and Measurable Specifications	All the information presented is relevant to the project. It is easy to understand what the team will do and why. Customer needs and technical requirements are clearly conveyed.	Most of the information presented is relevant to the project. Customer needs and technical requirements are presented. It is understood what the team will do and why.	Some of the information presented is relevant to the project. Some of the customer needs do not have matching technical requirements.	The information is incomplete. The technical requirements are not quantifiable.	Project needs and requirements are not presented.			
Design Concept Generation • Multiple concepts (solutions) • Selection criteria	Concept space appears to include all reasonable options for all system functions. Selection criteria are well-defined; scores are clearly explained.	Concept space appears to include good breadth for all system functions. The selection process seems to be appropriate for the project.	Concept space appears to be reasonable but not comprehensive. Some selection criteria are poorly defined (do not match the specifications).	Concept space appears to be limited. The selection process was conveyed, but it has some flaws.	Concept space appears to be inadequate. The selection process seems insufficient.			
Technical Approach • Choice of core technology or method of solution intended • System architecture • Design feasibility • Supporting evidence	The technical approach (method) and system architecture are very clear. Evidence is provided to confirm feasibility.	The technical approach and system architecture are explained, and both are feasible. Some evidence is provided that supports design feasibility.	The technical approach and system architecture are presented. Insufficient evidence is provided to confirm design feasibility.	The technical approach or system architecture is not explained. **OR** The feasibility is questionable.	The technical approach and system architecture are not explained.			
Progress (Accomplishments) and Plan • Preliminary Results • Next steps	Much progress is made. The next steps are realistic and clearly defined.	Good progress is made. Most of the next steps are realistic and well-defined.	Some progress is made. Some of the next steps are summarized.	Limited progress is made. Some of the next steps are not well defined.	No progress is made. The next steps are unrealistic, unclear, or not presented.			
Communication (PPT) • Contents • Organization • Figures/Graphics/Tables • Grammatical and spelling errors.	The information is complete, very clear, and organized with clear slide titles. Visual aids enhanced the presentation. There are no writing errors.	The information is organized and clear. Most of the visual aids enhanced the presentation. There are minimal writing errors.	The information is sometimes hard to follow. Some visual aids were used to clarify key points. There are some writing errors.	Information is incomplete, unclear and/or disorganized. Insufficient visual aids are used. There are noticeable writing errors.	Information is difficult to follow – owing to missing technical information and a lack of visual aids. There are numerous writing errors.			
					Total		**1.00**	

Project Name:

Reviewer:

What aspects of the project are impressive? (Required)

What are possible opportunities for improvement? (Required)

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

Project Name:

Reviewer:

Individual Presentation

Criteria	Exceeds Expectations 93-100 (A), 90-92 (A-)	Meets 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)
Technical Understanding (40%) • **Information** - Accuracy - Clarity - Completeness	The speaker demonstrates a comprehensive understanding of technical details **and** the overall project.	The speaker demonstrates a proficient understanding of technical details **and** the overall project.	The speaker demonstrates a limited understanding of technical details **and** the overall project.	The speaker does not understand the technical details **or** the project goals.	The speaker does not understand the project goals.
Response to Questions (40%) • **Responses** - Knowledge • **Openness** - Defensiveness - Argumentativeness	The speaker answers questions knowledgeably, thoroughly, and confidently. Very responsive to feedback and suggestions.	The speaker answers questions knowledgeably. Amenable to feedback and suggestions.	The speaker has some difficulty answering questions and shows some defensiveness or argumentativeness.	The speaker is unable to answer questions and is defensive or argumentative.	The speaker does not participate in a Q&A session.
Presentation (20%) • **Verbal** (volume, tone, pace, fillers, etc.) • **Non-Verbal** (gestures, posture, eye contact, etc.)	It is effortless to understand the speaker; there are no distracting mannerisms.	It is easy to understand; there are a few distracting mannerisms.	Parts of the presentation are difficult to understand; there are some distracting mannerisms.	It is challenging to understand the speaker; there are numerous distracting mannerisms.	It is very challenging to follow and understand the speaker; there are many distracting mannerisms.

First Name & Last Name	Technical Understanding	Q&A	Presentation Points	Weighted Total	Comments (Required)

Any additional comments about the project?