Project Name:

Reviewer: Date: Location:

# **Team Presentation**

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| **Criteria** | **Exceeded Expectations**  **A/A-** | **Match Expectation B+/B/B-** | **Less Than Expected (Fair) C+/C/C-** | **Need 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 clear 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 order * Visual presentation * Grammatical and spelling errors. | Information was complete, clear, and very easy to follow. There was no error. | 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 were possible opportunities for improvement?** | | | | | | |
| **If you need more space, please use the back of this paper.** | | | | | | |

# **Individual Presentation Reviewer:**

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| **Criteria** | **Exceeded Expectations**  **A/A-** | **Match Expectation B+/B/B-** | **Less Than Expected (Fair) C+/C/C-** | **Need 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. | Mostly 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 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**

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| **First Name &  Last Name** | **Contents Points** | **Presentation Points** | **Comments** |
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