**Project Name: Reviewer: Date:**

| *Criteria* | ***Exceeds Expectations 93-100 (A), 90-92 (A-)*** | ***Matches 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 Numeric Score*** | ***Wgt.*** | ***Score*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Introduction***   * *Background and Customer Needs Analysis* * *Technology Assessment* * *Concept Generation and Selection* * *Engineering requirements/metrics* | The Project Overview section from Client Meeting 1 has improved (comments addressed, clarity and relevance of figures/graphs, updated all requirements, style improvements including fonts, wording, and organization). | The Project Overview section from Client Meeting 1 has somewhat improved (comments addressed, figures/graphs clarity, updated requirements, and some style improvements, including fonts, wording, and organization). | The Project Overview section from Client Meeting 1 has not significantly improved (a few comments addressed, better figures/graphs, updated some requirements, and style improvements, including fonts, wording, and organization). | The Project Overview section from Client Meeting 1 is not updated (comments not addressed, figures/graphs and requirements unchanged, and few style modifications on fonts, wording, and organization). | The Project Overview section from Client Meeting 1 is absent. |  | 0.10 |  |
| **Design Concepts**   * System Design * Subsystem Requirements * Subsystem Interface * System Integration | System aspects of the problem are clear with subsystem requirements and subsystem interfaces well defined. System integration tasks are identified in detail. | System aspects of the problem are mostly clear with subsystem requirements and subsystem interfaces defined. System integration tasks are identified. | Limited system aspects of the problem are presented, with partially defined subsystem requirements and subsystem interfaces. System integration tasks are not specific. | System aspects of the problem are not clear; subsystem requirements and subsystem interfaces are poorly defined. System integration tasks are incomplete or unclear. | System aspects of the problem, subsystem requirements, and subsystem interfaces are not presented or defined. System integration tasks are missing. |  | 0.25 |  |
| **Technical progress**   * Preliminary design calculations * Technical challenges * Technical risk | Technical information is complete and very relevant to the project. Insight and analysis is provided. Technical challenges are clear; risk abatement plans are clear and in place. | Technical information is relevant to the project. The information is mostly complete, and some analysis and insight are provided. Technical challenges are presented; risk abatement plans are identified. | Technical information is somewhat relevant to the project. The information is incomplete. Analysis and insight are weak. Technical challenges and risk abatement plans are incomplete and ill-defined. | Technical information is not relevant to the assigned topic. Information is incomplete. Analysis and insight are not provided. Technical challenges and risk abatement plans are vague. | Technical information, analysis, and insights are not provided. Technical challenges and risk abatement plans have not been identified. |  | 0.25 |  |
| **Schedule**   * Semester milestones * Deadlines and deliverables * Project risk | Semester milestones are SMART and relevant. Deadlines and deliverables are SMART and relevant. Significant project risks and risk mitigation plans are explained. | Semester milestones are mostly SMART and relevant. Deadlines and deliverables are mostly SMART and relevant. Some project risks are presented; a risk mitigation plan is proposed. | Some semester milestones are SMART and relevant or incomplete. Deadlines and deliverables are partly SMART and relevant or incomplete. Project risks are not understood. | Semester milestones are not SMART or relevant. Deadlines and deliverables are not SMART or relevant. Project risks and mitigation plans are not addressed. | Semester milestones, deadlines and deliverables, and project risks/mitigation plans are not presented. |  | 0.15 |  |
| **Communication**   * Consistent and logical flow and organization * Professional (conforms to PPT standard format, clear and concise) * Appropriate use of tables, diagrams, figures, sketches, and models that are labeled and cited * Appropriate use of references and citations * Facts and evidence provided to support conclusions | The presentation is consistently clear and concise, using an appropriate writing style with little or no spelling/grammar errors. It is well formatted and flows smoothly and logically. Diagrams/figures are appropriately used to illustrate the text. Citations with proper references are always included. | The presentation is clear and concise, using an appropriate writing style with few spelling or grammar errors. Information usually flows smoothly and logically. Many diagrams/figures are included to clarify the text. References are used and properly cited. | The presentation is generally clear, with some spelling / grammatical errors. The abbreviated PPT appropriate writing style is not consistently followed. Poor information organization sometimes makes some parts of the presentation difficult to follow. Some diagrams accompany the text. Some errors in referencing/citing are made. | The presentation is unclear and overly wordy or missing supporting technical details. It used a “diary-style” (vs. a technical style). The information did not flow smoothly and lacks a logical structure. Few diagrams were included and were not properly related to the text. Few or incomplete references were used, and citations were missing or incomplete. | The presentation contains few details and insufficient facts and evidence. An appropriate writing style is not utilized, and the terminology is casual and not technical, making it difficult to read and understand. Diagrams or illustrations are not included or are improperly used. References are not used, are incomplete, or are missing. |  | 0.25 |  |
|  |  |  |  |  |  | Total | 1.00 |  |

Comments