**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* * *Eng requirements/metrics* * *System design* | Sections from the Previous Client Meeting are improved (Design Concepts/System Design comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are somewhat improved (Design Concepts/System Design comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are not significantly improved (comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are not improved or absent (comments addressed, better figures/graphs, updated requirements, style improvements including fonts, wording, organization). | Sections from the Previous Client Meeting are absent. |  | NA |  |
| **Schedule Update**   * Semester milestones * Deadlines and deliverables – short term * Project risk | Semester milestones are SMART and relevant. Deadlines and deliverables SMART and relevant. Immediate term – by next sponsor review – are SMART. | Semester milestones are mostly SMART and relevant. Deadlines and deliverables mostly SMART and relevant. Immediate term – by next sponsor review – are mostly SMART. | Semester milestones are partly SMART and relevant, or incomplete. Deadlines and deliverables partly SMART and relevant, or incomplete Immediate term – by next sponsor review – are partly SMART. | Semester milestones are not SMART or relevant. Deadlines and deliverables not SMART or relevant. Immediate term – by next sponsor review – are not SMART or missing. | Semester milestones are absent. Deadlines and deliverables are missing. Immediate term – by next sponsor review – are missing. |  | 0.2 |  |
| **Technical Progress Updated**   * Design calculations * Technical difficulties * Technical risk * System & subsystem test results and data, if available | Technical information is very relevant to the assigned topic. Information is complete and analysis and insight provided. All test results shown and discussed. Technical difficulties are clear and risk abatement plans are clear and in place. | Technical information is relevant to the assigned topic. Information is mostly complete, and some analysis and insight provided. Most test results shown and discussed. Technical difficulties are mostly clear and risk abatement plans are identified. | Technical information is somewhat relevant to the assigned topic. Information is partially complete. Analysis and insight are weak. Some test results shown and discussed. Technical difficulties are partly clear and risk abatement plans are partly clear. | Technical information is minimally relevant to the assigned topic. Information is in complete. Analysis and insight weak or missing. Few test results shown and discussed. Technical difficulties are not clear and risk abatement plans are not clear. | Technical information is missing or not relevant to the assigned topic. Analysis and insight not provided. No discussion of test results. Technical difficulties not identified, and no risk abatement is identified. |  | 0.6 |  |
| **Communication**   * Consistent and logical flow and organization * Appropriate use of tables, diagrams, figures, sketches, models. - labeled and cited * Facts and evidence are provided to support conclusions | The presentation is consistently clear and concise. The presentation is well formatted and flows smoothly, in a logical manner. Diagrams/figures are appropriately used to illustrate the text. All decisions supported with facts/evidence. | The presentation is clear and concise. Information usually flows smoothly and in a logical manner. Many diagrams/figures are included to clarify the text. Most decisions supported with facts/evidence. | The presentation is generally clear with some spelling / grammatical errors. Poor organization of information sometimes made some parts of the presentation difficult to follow. Some diagrams accompany the text. Some decisions supported with facts/evidence. | The presentation is unclear and overly wordy or missing supporting technical detail. The information did not flow smoothly and lacks a logical structure. Few diagrams were included and were not properly related to the text. Few decisions supported with facts/evidence. | The presentation contains few details and insufficient facts and evidence. Diagrams or illustrations are not included or are improperly used. Decisions are not supported with facts/evidence. |  | 0.2 |  |
|  |  |  |  |  |  | Total | 1.00 |  |