

ECE Capstone Project Evaluation Form (ECE 412)

Project:	_____
Sponsor:	_____
Evaluator:	_____
Team Member 1:	_____
Team Member 2:	_____
Team Member 3:	_____
Team Member 4:	_____
Team Member 5:	_____

Date	Weight	Deliverable	Criteria/Rubrics	Team	Team Member				
					1	2	3	4	5
2/1	25%	Project Proposal	Describes motivation/background						
			Formulates problem statement						
			Identifies requirements						
			Identifies constraints						
			Identifies deliverables						
			Proposes solution						
			Describes plan of action, timetable						
			Criteria for success						
2/1	25%	Requirements/Specifications	Requirements written and reviewed						
			Requirements clearly and logically described						
			External specifications written and reviewed						
2/1	25%	Project Plan/Schedule	Identifies tasks, resources, personnel						
			Provides for concurrent development						
			Includes tasks for testing, documentation, appropriate reviews						
			Includes dependencies between tasks						
			Tasks are decomposed into manageable/trackable size						
			Appropriate level of detail						
			Tasks assigned to team members in accordance with skills, workload						
			Revised throughout project to reflect changes and to indicate actual completion						
2/1	5%	Early Team and Self Appraisal	Candid (non cursory) appraisal of self and teammates						
			Submitted regularly and on time						
			Succinctly capture project status						

weekly	5%	Regular Project Status Reports (Weekly Progress Reports)	Tasks identified consistent with plan/schedule	■					
			Tasks worked on/completed						
			Tasks planned						
			Issues/problems identified						
weekly	5%	Meetings	Regular team meetings held throughout project	■					
			Agendas distributed beforehand						
			Meeting minutes, outcomes, action items recorded						
			All team members participating						
			Team members challenge each other respectfully						
on-going (optional)		Engineering Log Book	Contemporaneous personal record	■					
			Includes specific actions, experiments, tasks undertaken and results						
			Includes ideas for next steps, alternatives						
on-going	10%	Collaboration Site	Includes copies of all relevant project documents (reqs, specs, schedule, plans)	■					
			Include link to version controlled repository for project documents						
			May include copies of Weekly Progress Reports						
	100%	Final Grade	Final Grade Recommendation	■					