

<b>Conceptual Design Progress Report</b>	Item score	Section score	Bonus/penalty	Comments
<b>Title page</b> Project and sponsor name, team members, course number, date			-5	Normal score is 0. Penalty of up to 5 pts if missing
<b>Executive Summary</b> Project objective statement Major achievements for Winter 2018 Milestones for Spring 2018	3 5 2	10		
<b>Primary and Secondary Market Requirements</b> List of primary and secondary market requirements Reasonable importance levels are assigned to market requirements	5 5	10		
<b>System level performance metrics and requirements matrix</b> Performance metrics have meaningful targets and ranges Requirements matrix is properly formatted and includes significant relationships between client/market requirements and performance metrics	5 5	10		
<b>System Architecture</b> Block diagram of system & discussion Each major subsystem is described, and has meaningful performance metrics specified	5 5	10		
<b>Analysis of Subsystems</b> Conceptual design is plausible, complete, and likely to succeed Conceptual design tools are used to quantitatively support conceptual design choices	10 10	20		
<b>Plan for Work to be completed</b> List of major tasks to be completed Gantt chart	7 8	15		
<b>Conclusion</b> Accurate and clear summary of status of conceptual design Primary challenges/obstacles for Spring term are identified	5 5	10		
<b>Written communication</b> Writing is clear, concise Figures and tables all have numbers and captions Appropriate attribution is given to technical information, photos, data and other information that is not created by the team. References cited in the text are listed in an appropriately formatted bibliography Writing uses correct grammar and spelling	4 3 4 4	15		
<b>Total</b>	100	100		