

University of Puerto Rico - Mayagüez Campus
School of Engineering
Department of Electrical and Computer Engineering



Final Report Evaluation

Course _____
 Section _____
 Semester _____
 Date _____
 Name of Team _____
 Name of Evaluator _____
 Project Title _____

Category	Point Value [0..5]	% Weight	Comments
Title Page	#DIV/0!	1%	
Contains University, department, title, names, date and logo			
Executive summary	#DIV/0!	10%	
Gives a brief and effective high-level description of system			
Summarizes deliverables and products as related to objectives and specs			
Summarizes budget analysis with final expenditure			
Presents actual or potential customers/market			
Introduction	#DIV/0!	5%	
Reviews problem description and project objectives			
Presents and analyzes relevant and current literature related to all aspects of the project			
Presents the organization of the rest of the report			
Design Criteria and Specifications	#DIV/0!	15%	

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Final Report Evaluation

Describes all the system specifications				
Describes the Design Criteria				
Describes the design/implementation/testing tools and how they were used				
Analyzes the constraints and limitations of the system				
Analyzes the constraints and limitations during the design and implementation of the system and how they affected system specs				
Analyzes the minimum/recommended requirements of HW and SW for the system to run properly				
Methods and approach to the solution	#DIV/0!	15%		
Presents an account of the activities in the project				
Describes how the specs of the system were tested and validated				
Presents a summary of testing experiments, and results, including separate module testing and integration				
Describes task divisions and task were balanced among members				
Presents the organization of the team and any adjustments needed during the project				
Describes and justifies changes in schedule				
Describes contingency measures for changes in schedule				
Market Overview	#DIV/0!	5%		
Presents system users both current and potential				
Identifies competitors and how the system compares with competition				
Results and Discussion	#DIV/0!	10%		

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Presents the technical results of the project			
Analyzes testing results, problems and how they were solved			
Presents and analyzes the ethical aspects of the project			
Presents and analyzes the legal aspects of the project			
Presents and analyzes the environmental impact of the project			
Presents and analyzes the social aspects of the project			
Budget Analysis	#DIV/0!	10%	
Describes and analyzes actual expenditure			
Compares and justifies actual expenditure vs. Budget			
Conclusions and Future Work	#DIV/0!	7%	
Presents conclusions of project as related to methods and approach			
Presents conclusions of project as related to technical, economic, market, ethical, legal, environmental and social aspects			
Future work	#DIV/0!	5%	
Describes future work as related to system developed			
Describes future work as related to system improvement and potential market			
Bibliographic References	#DIV/0!	2%	
Uses bibliographic references in the report body			
Lists the bibliographic references in a section of the report			
Presentation	#DIV/0!	5%	
Score of presentation evaluation sheet			
Appendices	#DIV/0!	5%	
Includes a list of symbols and glosary as needed			

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Included sufficient appendices for detailed technical information and documentation				
Includes detailed testing sheets for each module of the system				
Includes detailed integration testing sheets				
Provides access to repository and code is fully documented				
Included appendices for additional information not suitable for the body of the report, for example user manuals, installation instructions, readme files, etc.				
Subtotal	#DIV/0!	95%		

Category	Point Value [0..5]	% Weight	Comments	
Overall Document form and style	#DIV/0!	5%		
Final report has a professional style and presentation				
Document is well organized and includes a table of contents, list of figures, list of tables				
Documents uses correct grammar and composition				
Uses adequate language and vocabulary variety				
Uses argumentation or bibliographic references to support statements				
Document is clear and concise				
Subtotal	#DIV/0!	5%		
Total over 5	#DIV/0!	100%		
Total over 100	#####			

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Point value scale	
Excellent	5
Above Average	4
Average	3
Below Average	2
Defficient	1
Not included and required	0