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

### Progress Report Evaluation

| | |
|---|---|
| Course | |
| Section | |
| Semester | |
| Date | |
| Name of Team | |
| Name of Evaluator | |
| Presentation Title | |

| Category | Point Value [0..5] | % Weight | Comments | Course Outcome |
|---|---|---|---|---|
| **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 project status | | | | Outcome 08 |
| Summarizes deliverables and products up to this date | | | | Outcome 08 |
| Summarizes budget analysis with regard to current project progress | | | | Outcome 10 |
| **Introduction** | #DIV/0! | 5% | | |
| Reviews problem description and project objectives considering current status | | | | Outcome 02 |
| Presents and analizes any new literature or aspects of the project | | | | Outcome 02 |
| Presents the organization of the report | | | | Outcome 08 |
| **Progress report** | #DIV/0! | 25% | | |
| Analizes current status with regard to proposed timeline | | | | Outcome 08 |
| Describes the project plan considering current status | | | | Outcome 08 |
| Lists and describes what has been completed or achieved | | | | Outcome 08 |
| Lists and describes what has not been completed or is missing with regard to the proposed timeline | | | | Outcome 08 |
| Explains and justifies any delays or changes in the timeline | | | | Outcome 08 |
| When delayed, presents a contingency plan or realistic corrective measures | | | | Outcome 08 |
| **Budget Analysis** | #DIV/0! | 20% | | |

| Category | Point Value [0..5] | % Weight | Comments | Course Outcome |
|---|---|---|---|---|
| Describes and analizes current expenditure | | | | Outcome 10 |
| Describes what has changed with regard to original plan and justifies changes | | | | Outcome 10 |
| **Technical Plan** | **#DIV/0!** | **25%** | | |
| Present progress in terms of system architecture design | | | | Outcome 01 |
| Present progress in the design with technical diagrams and description of system components (uses appendices when necessary for details) | | | | Outcome 01 |
| Present snapshots or other evidences of prototypes and implementation progress | | | | Outcome 08 |
| **Future work** | **#DIV/0!** | **5%** | | |
| Describes next tasks/phases considering current status | | | | Outcome 08 |
| **Bibliographic References** | **#DIV/0!** | **2%** | | |
| Uses biblographic references in the report body | | | | Outcome 07 |
| Lists the bibliographic references in a section of the report | | | | Outcome 07 |
| **Appendices** | **#DIV/0!** | **2%** | | |
| Included sufficient appendices for detailed technical information and documentation | | | | Outcome 01 |
| Included appendices for additional information not suitable for the body of the report | | | | Outcome 08 |
| **Subtotal** | **#DIV/0!** | **95%** | | |

| Category | Point Value [0..5] | % Weight | Comments | Course Outcome |
|---|---|---|---|---|
| **Overall Document form and style** | **#DIV/0!** | **5%** | | |
| Progress report has a professional style and presentation | | | | Outcome 08 |
| Document is well organized and includes a table of contents | | | | Outcome 08 |
| Documents uses correct grammar and composition | | | | Outcome 08 |
| Uses adequate language and vocabulary variety | | | | Outcome 08 |
| Uses argumentation or bibliographic references to support statements | | | | Outcome 08 |
| Document is clear and concise | | | | Outcome 08 |
| **Total** | **#DIV/0!** | **100%** | | |

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