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

Proposal Evaluation

Course ICOM5047
Section
Semester 2013-2014 I
Date
Name of Team
Name of Evaluator
Presentation Title

Instructions to the proposal evaluator;
In the column labeled "Required or P-D" the required criteria are indicated with a "R". The evaluator should add any Project-Dependent criteria (P-D) by typing any alphabetic character, for example "P"; otherwise leave it blank.
In the column labeled "Score" the evaluator should indicate with any alphabetic character, for example a "X", if the criterion is satisfied; otherwise leave it blank
The grade for each criteria category is obtained from the ratio between the number of non blank cells in the "Score" column for that category and the number of non blank cells in the "Required or PD" column for the same category.

Contents evaluation criteria	Score	Required or P-D	% Weight	Comments
Executive summary	0	5	5%	
Gives a brief and effective high-level description of problem and identifies potential customers		R		
Identifies users (when different to customers)				
Identifies other stakeholders, e.g., investors (optional)				
Gives a brief and effective high-level description of project		R		
Summarizes deliverables and products		R		
Presents Milestones		R		
Summarizes key economic aspects, e.g., total cost, expected profitability, ROI, competitive impact or any other justification for investing in the project.		R		
Problem Statement	0	5	15%	
Clearly describes the problem to be solved by the product/service		R		
Identifies variables involved in the problem (qualitative or quantitative)		R		
Identifies project stakeholders		R		
Identifies users (when different to customers)				
Identifies other stakeholders, e.g., investors (optional)				
States how the project provides a solution to the problem		R		
Presents the scope of the project based on the variables of the problem that can be feasibly addressed by the project		R		
Project Antecedents	0	4	5%	
Cites and refers to previous developments by the same team and how these developments are used/integrated in the project. Supports this with bibliographic references or appendices.				
Cites and refers to previous developments by other teams and how these developments are used/integrated in the project. Supports this with bibliographic references or appendices.				
States relationships to other projects or products externally available, e.g., comparisons, advantages, disadvantages, focus, etc.		R		
Makes a case for the product/service by presenting value added, differentiating features or relevance of the problem to be solved		R		
Presents convincing arguments about why this project is important, e.g. market potential, solves an important problem, social or economic benefits, etc.		R		
Identifies and summarizes engineering, industry or other applicable standards or regulations related to the product/service and the execution of the project.		R		
SMART Objectives, Outcomes and Metrics	0	6	15%	
Objectives are specific		R		
Objectives are measurable (provide metrics to measure achievement for each objective)		R		
Objectives have been agreed upon with customer		R		
Objectives are realistic taking into account available skills, expertise and resources.		R		
Objectives can be achieved within the time assigned for the project taking into account available skills, expertise and resources.		R		
Provides detailed description of project's outcomes and deliverables as related to objectives' achievement		R		
General approach (methods)	0	4	10%	
Describes technical and managerial approaches		R		
Presents the team organization		R		
Describes testing and quality control procedures		R		

Presents an account of documents and documentation standards to be used in the project and for the final system		R		
Discusses, when applicable, any deviation from standard practices				
Schedule	0	6	5%	
Presents the work breakdown structure		R		
Presents (or links to) the Gantt diagram		R		
Tasks are appropriate for project		R		
Gantt shows appropriate tasks dependencies		R		
Identifies the tasks in the critical path		R		
Assigns resources, including human resources, to tasks		R		
Personnel	0	3	10%	
Describes any particular or special skills required for the project		R		
Matches project requirement with team members' skills		R		
Describes training needs for the personnel of the project or the customer, when needed.				
Workload is balanced among team members		R		
Presents and justifies consultancy resources when needed.				
Presents any legal requirements or conditions related to personnel needed for the project, e.g. non-disclosure-agreements, subcontracting, consulting, etc.				
Resource Requirements	0	2	5%	
Identifies technical resources required for the project that need to be acquired, e.g. electronic or mechanical devices.		R		
Identifies assets e.g. UPRM's equipment and software tools available to the team for the project.		R		
Identifies other types of resources when needed				
Budget	0	5	5%	
Presents detailed estimates of realistic labor costs according to expertise, type of work and responsibility in the project, including consultants when needed.		R		
Includes reasonble fringe benefits		R		
Presents a list of elements needed for the project with realistic costs estimates		R		
Includes realistic percentage of overhead costs		R		
Justifies budget items		R		
Assessment methods	0	3	5%	
Describes metrics to measure progress of project		R		
Describes procedures for monitoring, collecting and storing data on project performance and progress		R		
Describes how the metrics can be calculated from collected data		R		
Risk Management	0	4	5%	
Identifies project risks		R		
Assesses risks in terms of likelihood and impact on the project, considering the critical path		R		
Prioritizes risks according to impact on project		R		
Presents appropriate corrective actions		R		
Impacts and other issues related with project	0	5	5%	
Identifies likely and realistic social, economic, environmental and other impacts of project (positive and negative impacts)		R		
Commitments				
Presents a list of technical specs		R		
Clearly states the scope of the project		R		
Presents deadlines		R		
Other commitments, when needed				
Describes legal issues of project (licenses, licensing and other intellectual property issues, other legal constraints)		R		
Describes any agreements with clients or third parties (may include supporting documents in appendix)				
Market overview	0	3	5%	
Identifies potential customers		R		
Presents and assesses current or potential competition		R		
Identifies comparative or competitive advantages of product		R		
Subtotal	0		95%	

Style and presentation evaluation criteria	**Score**	**Required or PD**	**% Weight**	**Comments**
Overall Document form and style	0	8	5%	
Title page has university, department, title, logo, names and date		R		
Proposal has a professional presentation		R		
Document is well organized and includes a table of contents		R		
Document has correct grammar		R		
Document has an appropriate composition style		R		
Uses adequate language and vocabulary variety		R		
Document is clear and concise		R		
Uses argumentation or bibliographic references to support statements		R		

Subtotal	0		5%	

Grade (over 100%)	**0%**

Last update September 1, 2013