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 analizes relevant and current literature related to all aspects of the project				
Presents the organization of the rest of the report				

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Design Criteria and Specifications	#DIV/0!	15%		
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 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%		
Presents the technical results of the project				
Presents and analyzes the ethical aspects of the project				

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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!	15%		
Describes and analizes actual expenditure				
Compares and justifies actual expenditure vs. Budget				
Conclusions and Future Work	#DIV/0!	10%		
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 biblographic references in the report body				
Lists the bibliographic references in a section of the report				
Appendices	#DIV/0!	2%		
Includes a list of symbols and glosary as needed				
Included sufficient appendices for detailed technical information and documentation				

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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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Final Report Evaluation

Prototype is fully functional according to Detailed Technical Specs (Choose Yes or No)	
Project Final Report Evaluation (when prototype not functional - previous answer is No - subtracts 75 from document grade)	#DIV/0!

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