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

## **Progress Report Evaluation**

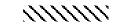
Course	
Section	_
Semester	
Date	
Name of Team	
Name of Evaluator	
Presentation Title	

	Point			
	Value	%		Course
Category	[05]	Weight	Comments	Outcome
Title Page		1%		
Contains University, department, title, names, date and logo				
Executive summary		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 (leave blank when not applicable)		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		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		20%		

Describes and analizes current expenditure			Outcome 10
Describes what has changed with regard to original plan and		1	
justifies changes	ì	Ì	Outcome 10
Technical Plan		25%	
Present progress in terms of system architecture design			Outcome 01
Present progress in the design with technical diagrams and		1	
description of system components (uses appendices when	r	i	
necessary for details)		<u> </u>	Outcome 01
Present snapshots or other evidences of prototypes and		1	
implementation progress		<u> </u>	Outcome 08
Future work		5%	
Describes next tasks/phases considering current status		1	Outcome 08
Bibliographic References		2%	
Uses biblographic references in the report body		1	Outcome 07
Lists the bibliographic references in a section of the report		1	Outcome 07
Appendices		2%	
Included sufficient appendices for detailed technical information		1	
and documentation	ì	Ì	Outcome 01
Included appendices for additional information not suitable for		1	
the body of the report	ì	Ì	Outcome 08
Subtotal	0.0	95%	

	Point			
	Value	%		Course
Category	[05]	Weight	Comments	Outcome
Overall Document form and style		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 100%



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