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		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%		

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		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		5%		
Describes next tasks/phases considering current status				Outcome 08
Bibliographic References		2%		
Uses biblographic references in the report body				Outcome 07
Lists the bibliographic references in a section of the report				Outcome 07
Appendices		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	0.0	95%		

Category	Point Value [0..5]	% Weight	Comments	Course 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