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 Project _____
Name of evaluator _____

Category	Assessment	Grade Percent	Score [0..4]	% Weight	Comments	Student Outcome
Executive summary (maximum length 1 page)		**10.0%**	**0.40**	**10%**		
Summarizes problem description and project objectives taking into account the current status of the project	Concise and clear	100%	4			**g**
Summarizes deliverables and products up to this date as they relate to objectives achievement	Concise and clear	100%	4			g
Summarizes delays, difficulties, and problems up to this date, and contingency measures necessary to overcome them	Concise and clear	100%	4			g
Summarizes the analysis of expenditure against budget up to this date	Concise and clear	100%	4			g
Summarizes tasks and approach for the work remaining in the project	Concise and clear	100%	4			g
Body of Progress Report (maximum length 10 pages)		**70%**	**2.80**	**70%**		
1. Introduction		100%	4.00	5%		
Re-examines problem description and project objectives taking into account the current status of the project	Concise and clear	100%	4			e
Presents new aspects of the project and analyzes new literature that has been found or needed after the proposal was submitted	Concise and clear	100%	4			j
Presents the organization of the report	Concise and clear	100%	4			g
2. Technical Progress (Complement this section with appendices for lengthy details)		100%	4.00	20%		
Presents and describes design alternatives	Concise and clear	100%	4			**c**
Presents and justifies analysis criteria for the design alternatives	Concise and clear	100%	4			
Based on the analysis criteria, justifies all the choices made (An appendix is required for details of analysis of alternatives)	Concise and clear	100%	4			

Presents and describes system architecture describing interfaces between components (An appendix is required for detailed interfaces documentation)	Concise and clear	100%	4			c
Present design progress describing system modules or components, citing all standards used	Concise and clear	100%	4			c
Presents basic technical diagrams in the report body and refers to detailed diagrams in the appendix (Appendices are required for detailed descriptions, calculations and diagrams)	Concise and clear	100%	4			c
3. Tasks Progress (An appendix is required with detailed analysis of progress and link to the Gantt chart)		**100%**	**4.00**	**15%**		
Analyzes current status with regard to the original schedule, explaining and justifying any changes in or departures from the approach presented in the proposal	Concise and clear	100%	4			c
Describes the status of the tasks completed up to this date, explaining and justifying any delays and contingency actions taken	Identifies or lists all	100%	4			c
4. Expenditure Analysis (An appendix is required with detailed calculations)		**100%**	**4.00**	**15%**		
Describes and analyzes current expenditure on components, parts, software licencies, and other system resources, and compares to budget, justifying any discrepancies	Concise and clear	100%	4			c
Describes and analyzes current expenditure on personnel, consulting, and other human resources, and compares to budget, justifying any discrepancies	Concise and clear	100%	4			c
Summarizes current status of expenditures and expectations for the remaining costs of the project	Concise and clear	100%	4			c
5. Next steps		**100%**	**4.00**	**5%**		
Describes upcoming tasks/phases considering current status, including corrective measures. Lessons learned during this	Concise and clear	100%	4			c
Bibliographic References		**100%**	**4.00**	**10%**		
Cites appropriate bibliographic information or data sources, and standards in the text	Yes	100%	4			j
Lists all the bibliographic information and data sources, and standards cited in the text	Yes	100%	4			g

Appendices		**15%**	**0.60**	**15%**		
A. Glossary		**100%**	**4.00**	**1%**		
Lists acronyms and terms of uncommon use and their definitions	Identifies or lists all	100%	4			**g**
B. User Requirements		**100%**	**4.00**	**1%**		
Lists all the user requirements agreed with client. The client must sign this document as evidence that they agree with the User Requirements.	Identifies or lists all	100%	4			**c**
C. System Specifications		**100%**	**4.00**	**1%**		
Lists all the system specifications. Hardware and Software as needed.	Identifies or lists all	100%	4			**c**
D. Analysis of Alternatives		**100%**	**4.00**	**2%**		
Defines criteria and describes constraints for analysis of alternatives	Concise and clear	100%	4			**c**
Presents spreadsheets or tables with comparison of alternatives	Yes	100%	4			**c**
E. System Architecture and Interfaces		**100%**	**4.00**	**2%**		

Category	Assessment	Grade Percent	Point Value [0..4]	% Weight	Comments	
Presents detailed diagrams with system architecture	Yes	100%	4			a
Presents detailed interface documentation	Yes	100%	4			a
F. Design Documentation		100%	4.00	3%		
Presents detailed design criteria, constraints, standards, and calculations	Yes	100%	4			c
Presents detailed schematics and diagrams	Yes	100%	4			g
G. Testing Plan		100%	4.00	3%		
Lists all the characteristics to be tested	Identifies or lists all	100%	4			b
Describes the testing procedure for each characteristic to be tested	Concise and clear	100%	4			b
Lists the instruments and tools required for each test	Identifies or lists all	100%	4			b
Lists the expected results for each characteristic to be tested and corrective actions when tests fail	Identifies or lists all	100%	4			b
H. Economic Analysis		100%	4.00	1%		
Presents spreadsheets with detailed comparison of actual expenditure against budget	Yes	100%	4			c
Analyzes expenditure and justifies any departures from the proposal	Concise and clear	100%	4			c
I. Task Progress and Gantt Chart		100%	4.00	1%		
Analyzes progress of each task in terms of metrics	Concise and clear	100%	4			c
Links to Gantt chart (MS Project file)	Yes	100%	4			
Gantt Chart shows percent completion for each task	Yes	100%	4			c
J. Includes appendices for additional information not suitable for the body of the report	Yes	100%	4	0.6		
Subtotal Progress Report		**95%**	**3.80**	**95%**		

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Overall Document form and style		100%	4.00	5%		
Title page has university, department, title, logo, names, and date	Yes	100%	4			g
Progress report has a professional style and presentation	Yes	100%	4			g
Document is well organized and includes a table of contents; TOC has members responsible for writing each section	Yes	100%	4			g
Document uses correct grammar	Yes	100%	4			g
Document has an appropriate composition style	Yes	100%	4			g
Uses adequate language and vocabulary variety	Yes	100%	4			g
Uses argumentation or bibliographic references to support statements	Yes	100%	4			g
Document is clear and concise	Yes	100%	4			g
Document does not repeat the mistakes made in the proposal.	Yes	0%				
Subtotal		**5%**	**0.20**			
Total		**100%**	**4.00**			

Point value scale for descriptions		
Concise and clear	4	100%
Wordy but complete	3	85%
Lacking some relevant aspects	2	75%
Lacking many relevant aspects	1	60%
No information	0	0%