School of Engineering
Department of Electrical and Computer Engineering
Proposal Evaluation

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

Contents evaluation criteria

Part or Section	Assessment	Grade Percent	Score	Weight (%)	Comments	Student Outcome
Executive summary (Maximum length 1 page)		**100.0%**	**4.0**	**10%**		
Gives a brief and effective high-level description of the problem and identifies potential customers	Concise and clear	100.0%	4			g
Identifies users and other stakeholders	Identifies or lists all	100.0%	4			g
Gives a brief and effective high-level description of the project	Concise and clear	100.0%	4			g
Summarizes deliverables and products	Concise and clear	100.0%	4			g
Presents Milestones	Yes	100.0%	4			g
Summarizes key economic aspects, e.g., total cost, expected profitability, ROI, competitive impact or any other justification for investing in the project.	Concise and clear	100.0%	4			g
Body of Proposal (Maximum length 7 pages)						
1. Problem Statement		**100.0%**	**4.0**	**15%**		
Clearly describes the problem to be solved by the product/service	Concise and clear	100.0%	4			e
Identifies variables involved in the problem (qualitative or quantitative)	Identifies or lists all	100.0%	4			e
Identifies customers, users, and other stakeholders	Identifies or lists all	100.0%	4			e
States how the project provides a solution to the problem	Concise and clear	100.0%	4			e
Summarizes market potential, added value, or other competitive or comparative advantages from similar products in the market	Concise and clear	100.0%	4			e
Presents the scope of the project justified using the variables of the problem that can be feasibly addressed by the project	Concise and clear	100.0%	4			e
2. Objectives		**100.0%**	**4.0**	**15%**		
Objectives are specific	Yes	100.0%	4			c
Objectives are measurable	Yes	100.0%	4			c
Objectives have been agreed upon with customer. Customer should sign the objectives and the document should be added to an appendix after G.	Yes	100.0%	4			c
Objectives are realistic taking into account available skills, expertise, and resources	Yes	100.0%	4			c
Objectives can be achieved within the time assigned for the project taking into account available skills, expertise, and resources.	Yes	100.0%	4			c
3. Outcomes		**100.0%**	**4.0**	**5%**		
Provides detailed description of project's outcomes and deliverables as related to objectives' achievement	Concise and clear	100.0%	4			c

Criterion	Requirement	%	Score	Weight		Code
Summarizes how objectives' achievement will be measured (Refer to appendix on Metrics)	Concise and clear	100.0%	4			c
4. Methodology and Team Organization		100.0%	4.0	15%		
Describes technical and managerial approaches. Must be valid approaches	Concise and clear	100.0%	4			d
Describes testing and quality control procedures. Must be valid procedures	Concise and clear	100.0%	4			b
Presents the work breakdown structure	Concise and clear	100.0%	4			d
Describes team organization	Concise and clear	100.0%	4			d
5. Budget		100.0%	4.0	10%		
Presents detailed estimates of realistic labor costs according to expertise, type of work, and responsibility in the project, including consultants when needed.	Identifies or lists all	100.0%	4			c
Includes reasonable fringe benefits	Identifies or lists all	100.0%	4			c
Presents a list of elements needed for the project with realistic costs estimates	Identifies or lists all	100.0%	4			c
Includes realistic percentage of overhead costs	Yes	100.0%	4			c
6. Project schedule		100.0%	4.0	10%		
Summarizes project schedule (milestones and deadlines)	Concise and clear	100.0%	4			c
Presents (or links to) the Gantt diagram	Yes	100.0%	4			c
Appendices (Maximum length not specified)						
A. Resumés (Maximum 1 page per person)		100.0%	4.0	2%		
Resumés highlight skills as related to needs of project (when needed, includes consultants' resumés and justifies their services)	Yes	100.0%	4			g
B. Progress Assessment & Metrics		100.0%	4.0	2%		
Describes in detail the metrics to measure progress of tasks	Concise and clear	100.0%	4			**e**
C. Detailed Budget Calculations & Justification		100.0%	4.0	2%		
Identifies technical resources required for the project including UPRM's or those that need to be acquired.	Identifies or lists all	100.0%	4			c
Presents tables or worksheets with details of budget and calculations	Yes	100.0%	4			**c**
Presents a brief justification of items in budget	Concise and clear	100.0%	4			**c**
D. Risk Management		100.0%	4.0	2%		
Presents a table with description of risks: their likelihood and contingency measures	Identifies or lists all	100.0%	4			**c**
E. Market overview		100.0%	4.0	2%		
Describes potential market for system or service	Concise and clear	100.0%	4			h
G. Gantt Chart and Project Management Tools (Link to MS Project file or other suitable PM tool)		100.0%	4.0	2%		
Gantt shows appropriate tasks, dependencies, and resources	Yes	100.0%	4			e
Workload is balanced among team members	Yes	100.0%	4			e
Style and presentation criteria		100.0%	400.0%	8%		
Title page has university, department, title, logo, names, and date (Maximum Length 1 page)	Yes	100.0%	4			
Proposal has a professional presentation	Yes	100.0%	4			g
Document is well organized and includes a table of contents	Yes	100.0%	4			g
Document has correct grammar	Yes	100.0%	4			g
Document has an appropriate composition style	Yes	100.0%	4			g
Uses adequate language and vocabulary variety	Yes	100.0%	4			g
Document composition is cohesive and argumentation is fluent	Yes	100.0%	4			g
Uses suitable bibliographic references to support statements	Yes	100.0%	4			j

	Grade in Percentage	Score	
Averages	**100.0%**	**4.0**	**100%**

Point value scale for descriptions		
Concise and clear	4	100%
Wordy but complete	3	85%
Lacking some relevant aspec	2	75%
Lacking many relevant aspec	1	50%
No information	0	0%

Point value scale for ternary choices		
Yes	4	100%
Not consistently or partially	2	75%
No	0	0%

Point value scale for binary choices		
Yes	4	100%
No	0	0%

Point value scale for lists		
Identifies or lists all	4	100%
Identifies or lists most	3	85%
Identifies or lists some	2	75%
Misses most	1	50%
No Information	0	0%

Outcomes Assessment

Outcome	Assessment (0 .. 4)
a	
b	4.0
c	4.0
d	4.0
e	4.0
f	
g	4.0
h	4.0
i	
j	4.0
k	