

# **PROJECT NAME \_\_\_\_\_**

## **FINAL TECHNICAL REPORT EVALUATION**

### **Title Page \_\_\_\_\_**

2 points. Did title page contain basic information including the title of the project, the names of the team members, and the names of the sponsor and/or technical advisor.

### **Executive Summary \_\_\_\_\_**

3 points maximum; did Executive Summary succinctly state objective and technical approach of project suitable for a person outside the class.

### **1. Introduction \_\_\_\_\_**

10 points maximum; was the project's basic problem to be solved and relevant background clearly described?

### **2. Design Specifications and Technical Results \_\_\_\_\_**

15 points maximum; were the project goals, and any technical results to date clearly presented? Were the technical or functional specifications carefully and realistically described. Is it clear what the project is supposed to do?

### **3. Methodology \_\_\_\_\_**

20 points maximum; Was the design process clearly described? Was the design process technically appropriate? Were appropriate references included?

### **4. Results and Performance \_\_\_\_\_**

15 points maximum; Which specifications were achieved? Which were not and why? Can the design be improved upon or done in a better way?

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### **5. Administrative \_\_\_\_\_**

15 points maximum; Is it clear who did what? Was the project plan followed? Were any major changes in the project plan and the reasons for them described?

### **6. Design Implications \_\_\_\_\_**

5 points maximum; Was there an adequate explanation of any implications or concerns relevant to cost, ethics, environmental impact, sustainability, manufacturability, health & safety , or social or political impact.

### **7. Conclusions and Continuing Work \_\_\_\_\_**

5 points maximum; Were the conclusions appropriate? Is it clear what worked and what did not. Was the future of this project clearly described?

### **Professional Presentation \_\_\_\_\_**

10 points maximum; Were all Sections presented clearly and concisely without rambling or wordy sentences, without a diary or sequential style, and without the use of a 1st person narrative? Were all charts, graphics, lists or diagrams presented clearly?

Report Total \_\_\_\_\_