

PROJECT NAME _____

INTERIM TECHNICAL REPORT EVALUATION

Title Page _____

2 points. Should 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; should succinctly state objective and technical approach of project suitable for a person outside the class.

1. Introduction _____

10 points maximum; should present the basic problem to be solved and relevant background.

2. Design Specifications and Technical Results _____

15 points maximum; this section should carefully describe what your project is supposed to do, and report upon any technical results you have so far. These technical or functional specifications will be a major component in the final grading of your project so you should very carefully and realistically describe them.

3. Methodology _____

20 points maximum; should describe in detail how the design task is proceeding: (a) Describe what you have done and how well it worked; (b) Describe anything you have done which didn't work and will not be in the final design; (c) Describe any technical workarounds you have done. This should be the longest section and should include references as appropriate.

4. Verification _____

15 points maximum; this is where you should describe how you will know your project works. In the case of software, this might be a set of functional tests. In the case of hardware, this might be testing under experimental conditions. And, in the case of models or simulations, it might be how well the model matches known data or information.

5. Administrative _____

15 points maximum; explain who is doing what. You should describe the current status of the project using your project plan. the milestones and timetable in the proposal. Describe any changes in the project plan since your proposal and the reasons for them.

6. Design Implications _____

5 points maximum; explain 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; very briefly summarize what you have done with emphasis on what worked and what did not. Briefly describe what remains to be done.

Professional Presentation _____

10 points maximum; Are 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?

Total _____