

ENGG 390
Final Written Report

Project: _____

Reviewer: _____

Grading Recommendations: HP (A), P (B), LP (C), NC (F)

Although there is no single grading template that fits all reports, we look for a clear problem statement, including specifications and clarity about what task was uniquely the student's task. We look for logic and analysis, preferably including the application of concepts obtained from various courses, and for some mechanism for testing the ideas (such as thorough simulations, design reviews, or lab experiments). We look for recommendations to be backed up by economic/cost analysis or at least quantitative measurements that were discussed at the time of pre-proposal and proposal. Were recommendations implemented, because recommendations alone are not persuasive in fully satisfying the requirements of the ENGG 390 experience?

1. Overview: Was there a succinct recap of problem statement, specification and deliverables: Are the deliverables meaningful and clearly identified? Are the specifications clear and complete, quantified and justified? Is it clear from the problem statement why this project is important to the client and/or to the larger world? _____
2. Approach: Is the methodology clear? Are figures and tables used when appropriate? Are tradeoffs or analyses of data used to make decisions? Are alternatives well described? Were obstacles encountered and the work through obstacles logically performed and described? _____
3. Research Summary: Has the person performed research as appropriate? Were results of research incorporated into solution? Has IP been addressed where necessary? _____
4. Work accomplished: Has the person delivered the required deliverables? Have any deliverables, goals or objectives of the project not been met? Do the delivered solutions satisfy the project specifications? How have the results of testing or implementation reinforced or changed the original assumptions? How well has the work managed in meeting the objectives of the project? _____
5. Economic analysis: Has the person accurately identified the costs associated with their project focus? Have efforts been made to determine the costs and price of their solution if implemented on a larger scale? If a prototype was developed and tested is there a description of how the sponsor can implement the project on a larger economic scale? _____
6. Client relations: Is the client pleased? What are the next steps for the client? How does this project fit in with the bigger picture for the client? _____
7. Quality of written report: Is the report of high quality and well organized, including Executive Summary, grammar, references and proofreading? The Executive Summary should serve as a stand alone document providing an overview and overall understanding of the project. _____

Is this report appropriate as a report to technical management: yes _____ no _____

Comments:

Overall: _____