

SPSU IT Capstone Project Evaluation Form

This form is to be filled by the project owner to evaluate the student team's performance. A final project report (and other materials requested by the owner) should be submitted to the project owner by **05/4/2014**. Please return this evaluation form to Jack Zheng jackzheng@spsu.edu by **05/09/2014**. All student grades are due **05/12/2014** (hard deadline, no extension). Your timely response is much appreciated.

Project Owner Name: _____

Date: _____

Project name: _____

Please use a 10 point scale to evaluate the following items (fill in the shaded cells).

0-5 Significant improvement needed	6-7 Improvement needed	8-9 Satisfactory - meets expectation	10 Outstanding
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	Evaluation Item	Score (10 point)	Weight	Grade	Max
1	Quality of the technical work and solution to meet project goals: technical analysis, designs, system implementations, application development, etc.		x 3		30
2	Quality of written deliverables : reports, manuals, documentations, references, etc.		x 3		30
3	Collaboration and communication <ul style="list-style-type: none">How well did the team communicate with the project owner?		x 2		20
4	Project progress and management <ul style="list-style-type: none">How well was the project planned?How well was the project tracked and managed?Was there any major delay?		x 2		20
Total					100

1. Please comment on any observed excellence of the project or student.

2. Please comment on any observed deficiency of the project or student.

3. Please share any other comment about this IT capstone project. Thank you!