

UNC Charlotte Senior Design – Progress Report Rubric

Project: _____

Date: _____

Score: _____

	3 - Expert	2 – Practitioner	1 - Apprentice	0 - Novice
Mentor Signature Score: _____	<ul style="list-style-type: none"> Faculty mentor has signed the progress report 			<ul style="list-style-type: none"> Faculty mentor has not signed the document
Visual Format and Organization Score: _____	<ul style="list-style-type: none"> Group has used the suggested template. The document is visually appealing and easily navigated. 	<ul style="list-style-type: none"> Group has used the suggested template. The document is organized. 	<ul style="list-style-type: none"> Group may or may not have used the suggested template. Within sections, the order in which ideas are presented is occasionally confusing. 	<ul style="list-style-type: none"> Group has not used the suggested template. The document is not visually appealing and there are few “cues” to help the reader navigate the document.
Language (Word Choice, Grammar) Score: _____	<ul style="list-style-type: none"> Sentences are complete and grammatical. They flow together easily. Words are chosen for their precise meaning. Engineering terms and jargon are used correctly. No misspelled words are present. 	<ul style="list-style-type: none"> Mostly, sentences are complete and grammatical, and they flow together easily. Repetition of words and phrases is mostly avoided. Mostly, terms/jargon are used correctly with some attempt to define them. There are one or two misspelled words. 	<ul style="list-style-type: none"> In a few places, errors in sentence structure and grammar distract the reader and interfere with meaning. Word choice could be improved. Occasionally, technical jargon is used without definition. There are a few misspelled words. 	<ul style="list-style-type: none"> Errors frequently distract the reader and interfere with meaning. There is unnecessary repetition of the same words and phrases. There is an overuse of jargon and technical terms without definition. There are many misspelled words.
Work Completed Score: _____	<ul style="list-style-type: none"> All previous plans from earlier reports are now completed or at least addressed. Accomplishments related to the Requirements and Capabilities document have been identified. Short comings are identified and requirements change requests have been submitted. 	<ul style="list-style-type: none"> Most of the previous plans from earlier reports are now completed or at least addressed. Many, but not all, accomplishments related to the Requirements and Capabilities document have been identified. Many, but not all, short comings are identified and requirements change requests have been submitted. 	<ul style="list-style-type: none"> Few, if any, previous plans from earlier reports are now completed or at least addressed. Few, if any, accomplishments related to the Requirements and Capabilities document have been identified. Few, if any, short comings are identified and requirements change requests have been submitted. 	<ul style="list-style-type: none"> No previous plans from earlier reports are now completed or at least addressed. No accomplishments related to the Requirements and Capabilities document have been identified. No short comings are identified and requirements change requests have been submitted.
Issues Score: _____	<ul style="list-style-type: none"> Problems or road blocks that require the assistance of the faculty mentor, sponsor, or course instructor have been clearly identified. Risk assessment document has been updated to reflect the potential impact of the newly identified problems. 	<ul style="list-style-type: none"> Many, but not all, problems or road blocks that require the assistance of the faculty mentor, sponsor, or course instructor have been clearly identified. For the most part, the risk assessment document has been updated to reflect the potential impact of the newly identified problems. 	<ul style="list-style-type: none"> Few, if any, problems or road blocks that require the assistance of the faculty mentor, sponsor, or course instructor have been clearly identified. Little work has been done to update the risk assessment document to reflect the potential impact of the newly identified problems. 	<ul style="list-style-type: none"> No problems or road blocks that require the assistance of the faculty mentor, sponsor, or course instructor have been clearly identified. No work has been done to update the risk assessment document to reflect the potential impact of the newly identified problems.
Plans Score: _____	<ul style="list-style-type: none"> The plans defined in the GAANT chart and Work Breakdown Structure (WBS) document have been followed and are on schedule. Adjustments to the schedule and WBS have been made as necessary. 	<ul style="list-style-type: none"> Many, but not all, of the plans defined in the GAANT chart and Work Breakdown Structure (WBS) document have been followed and are on schedule. Many, but not all, adjustments to the schedule and WBS have been made as necessary. 	<ul style="list-style-type: none"> Few, if any, of the plans defined in the GAANT chart and Work Breakdown Structure (WBS) document have been followed and are on schedule. Few, if any, adjustments to the schedule and WBS have been made as necessary. 	<ul style="list-style-type: none"> None of the plans defined in the GAANT chart and Work Breakdown Structure (WBS) document have been followed and are on schedule. No adjustments to the schedule and WBS have been made as necessary.