

## BME/CENG/ELEC/SENG 499 - PROGRESS REPORT #2 RUBRIC (TA)

Team Number and Names: \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### Work Log + Minutes of Meetings + Milestones Rubric

Topic (Weight)	Fail (< 50)	C, D Level (50 - 69)	B Level (70 - 79)	A Level (80 - 100)	Score (0 - 100)	Weighted Score
<ul style="list-style-type: none"> <li>On-time submission of material (25%)</li> </ul>	<ul style="list-style-type: none"> <li>Did not submit at all or more than one week after deadline.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted more than one day late but within one week of original deadline</li> </ul>	<ul style="list-style-type: none"> <li>Submitted one day late.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted on time</li> </ul>		
<ul style="list-style-type: none"> <li>Data collected periodically over the entire term</li> <li>Chronological compilation of work and meeting minutes (25%)</li> </ul>	<ul style="list-style-type: none"> <li>No data available OR Data is clearly incomplete.</li> <li>Note: Submitting purposely misleading work logs and meeting minutes constitute academic misconduct. In many jurisdictions engineering work logs and meeting minutes are used in legal proceedings. An engineer in an industrial setting who falsifies these documents could face criminal prosecution.</li> </ul>	<ul style="list-style-type: none"> <li>Minimal data collected sporadically.</li> <li>Important data missing: identification of impediments to progress, project milestones missed without comment.</li> <li>Reader would need to get additional information than in documents to determine if project was being successfully executed OR documents indicate successful completion when major problems exist.</li> <li>Compilation of work log and meeting minutes not done</li> </ul>	<ul style="list-style-type: none"> <li>Data collected periodically</li> <li>Compilation of work log and meeting minutes done but record is incomplete.</li> <li>The reader can determine status of project from record but at least one important point is being missed. (e.g. ordering of parts is noted but no information on expected delivery dates or when parts are needed, time to complete one major task is not specified.</li> </ul>	<ul style="list-style-type: none"> <li>Data collected periodically</li> <li>Appropriate compilation of work log and meeting minutes.</li> <li>Reader gets clear status of project from logs and minutes with only minor details missing.</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>Presentation and Documentation (25%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• No document available</li> </ul>	<ul style="list-style-type: none"> <li>• Informal presentation</li> <li>• It is not clear what decisions were made at what points of time. Support for decision is not presented. E.g. report indicates that ‘tests failed’ but no information on what these tests were and how failure was determined.</li> <li>• Impact of decisions is not presented.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal presentation</li> <li>• Major problem in documenting a main decision taken during the project. E.g. one major decision has missing supporting documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal presentation</li> <li>• Clearly highlights the major decisions taken and the timelines</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Milestones and follow-up (25%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• No data OR</li> <li>• Milestones are not useful for project. (e.g. hardware-based project with many parts to be developed has only one milestone for ‘Design Hardware’ with no testing or integration milestones.</li> </ul>	<ul style="list-style-type: none"> <li>• Milestones established but never followed up.</li> <li>• Milestone objectives are missed but modifications to following Milestones are not made.</li> <li>• Evaluation not provided for Milestone success or failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Milestones established but follow up was occasional.</li> <li>• Opportunities for introspection in Milestones are not used. E.g. Noted failures in milestones integrating components are not followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Milestones established and follow up was periodic.</li> <li>• Success and/or failure of Milestones are clearly reported.</li> <li>• Useful recommendations for milestones on future similar projects is provided.</li> </ul>		