

Award a score out of 5 (between 0 and 5) for each question according to the below score chart, with regard to the student's achievement and success in fulfilling the noted requirement.

- 0: does not exist**
- 1: very poor**
- 2: poor**
- 3: moderate**
- 4: good**
- 5: very good**

Education type (1 or 2)

Student ID

Student name

			REPORT FORMAT				PROJECT DESIGN, PLANNING AND MANAGEMENT							FINAL DESIGN				OVERALL					
			Is the report written in required format and free from typing, spelling, punctuation and grammatical errors?	Does the report contain a comprehensive review of literature and related work?	Does the report contain all the required components?	How do you rate the overall quality of the project report?	Is the project plan clearly stated with division of tasks and time table?	Are project goals clearly stated?	Are realistic constraints for the operation of the project clearly stated?	Are performance criteria for the success of the project clearly stated?	Is the project design planned with respect to realistic constraints?	Does the project have a proper and realistic budget and marketing plan?	Are parts and equipment for the manufacturing of the project properly planned and selected?	Are possible risks and back-up plans decided in advance to the project design?	Are issues of sustainable development taken into consideration in the project plan?	Is the project design executed as planned with good sharing of tasks?	Are design tools (e.g. design software, simulation programs, etc.) efficiently and effectively used?	Does the project design match the realistic constraints as planned?	Does the project design match the performance goals as planned?	How do you rate the overall quality of the final project design?	How do you rate the overall success of the student?	Did the student attend weekly meetings regularly?	
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Questions in the assessment form

Below is the explanation of each question, how it should be assessed and scored.

REPORT FORMAT	Is the report written in required format and free from typing, spelling, punctuation and grammatical errors?	The report template is provided at the course website in MS Word format. All project reports are expected to strictly follow the formatting rules. The reports must be written in good quality English without typing, spelling, punctuation and grammatical errors. Copying unpermitted text and other contents from other sources is strictly prohibited.
	Does the report contain a comprehensive review of literature and related work?	Before any project or design study, a comprehensive review of related literature is needed. The review should cover related commercial, academic and technical work that has been conducted by others before with the purpose of guiding the students in the course of design and project management.
	Does the report contain all the required components?	A good project report must contain essential parts like a cover page, abstract, table of contents, list of figures, list of tables, list of abbreviations and symbols, introduction, conclusion, list of references, appendices, etc. More details can be found in the report template file and at the course website.
	How do you rate the overall quality of the project report?	Project team is expected to commit themselves to writing a project report in the highest possible quality in terms of content and format.
PROJECT DESIGN, PLANNING AND MANAGEMENT	Is the project plan clearly stated with division of tasks and time table?	In group projects, group members are expected to share tasks and responsibilities in order to perform collaborative work in a timely and organized manner. The project plan must be configured carefully with clearly stated tasks, responsible group members, possible start and end dates. This plan is supposed to guide the project design and execution progress.
	Are project goals clearly stated?	Project goals must be clearly stated at the very beginning of the project work. Design of the project is expected to match these goals at the end of the semester, and any discrepancies must be discussed and explained.
	Are realistic constraints for the operation of the project clearly stated?	Project design is developed with the purpose of constructing a final product. The product is expected to function and operate under realistic constraints in the real environment. These constraints must be decided and expressed explicitly (and numerically whenever possible) for the design to be practically functional. Typical realistic constraints may include (but not limited to) the following: cost, power consumption, physical dimensions, temperature range, altitude range, payload limit, maximum weight, shock durability, moisture durability, current and voltage ratings, computational processing limits, data storage limits, data transfer limits, etc.)
	Are performance criteria for the success of the project clearly stated?	The success of the project design can only be decided if the primary project goals are clearly stated before the start of the project work. The performance of the final design is supposed to be tested in terms of matching the performance criteria of the project, so these criteria must be clearly stated in the report.
	Is the project design planned with respect to realistic constraints?	After the realistic constraints for the operation of the project design are decided and explicitly stated, the project plan must be configured taking these constraints into consideration. Tasks and related time slots relating the realistic constraints must be visible in the project plan.
	Does the project have a proper and realistic budget and marketing plan?	For the design in the project to have practical value, budget and marketing considerations should be addressed in the planning phase. Possible retail price, other similar products and their prices, market size, estimated demand for the product, etc. must be considered if the design is for a possible commercial product.
	Are parts and equipment for the manufacturing of the project properly planned and selected?	All parts and equipment required for the designed product or system in the project must be selected in the planning phase. Quantities, technical specifications, costs must be known and listed in the project report with rational reasoning.
	Are possible risks and back-up plans decided in advance to the project design?	In all project works, risks are inevitable. A good project plan is incomplete without a thorough understanding and discussion of possible risks and back-up plans. Every risk must be clearly described and solutions must be suggested.
Are issues of sustainable development taken into consideration in the project plan?	Effects of the project outcomes on society, nature, environment are key issues in sustainable development concept and sustainability in general. The proposed design must be discussed in terms of these issues with both positive and negative aspects of it.	
FINAL DESIGN	Is the project design executed as planned with good sharing of tasks?	The design project must be the result of a well-executed team work with good collaboration of all project group members. The project plan must be executed as closely to the plan schedule as possible. All tasks must be fulfilled by the responsible person in the project group in a timely manner.
	Are design tools (e.g. design software, simulation programs, etc.) efficiently and effectively used?	A great variety of design and simulation tools are available for engineering design tasks. Proper tools must be selected and efficiently used depending on the nature of the project topic and goals.
	Does the project design match the realistic constraints as planned?	Realistic constraints that have been decided and determined in the planning phase must be met at the final stage of the project. The design must lie within the limits and match the values that have been put forward in accordance with possible practical use in real environment.
	Does the project design match the performance goals as planned?	Performance goals that have been decided and determined in the planning phase must be met at the final stage of the project design. The final design must be tested or assessed, and results must be shown to satisfy the performance requirements.
OVERALL	How do you rate the overall quality of the final project design?	The general success of the design project, with specific emphasis on the design efforts and final design, is rated here.
	How do you rate the overall success of the student?	The student's general success is rated here. Note that this score is awarded individually to each student.
	Did the student attend weekly meetings regularly?	This is for the attendance to project meetings.