**IT Capstone Project Milestone Evaluation Form**

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Milestone #\_\_\_ Date: \_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **0-5**  Significant improvementneeded | **6-7**  Improvement needed | **8-9**  Satisfactory ­- meets expectation | **10**  Outstanding |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation Item** | **Score (10 point)** | **Comments** |
| 1 | Milestone **report/presentation** quality and performance: well prepared, clearly presented, good slides. |  |  |
| 2 | **Milestone completion:** meet milestone objectives, no major unjustified delay, good documentation and evidence to support claims, etc. |  |  |
| 3 | **Communication**: active communication with the instructor/project owner, regular updates, prompt responses, clearly understanding of client needs and requirements, meeting etc. |  |  |
| 4 | **Project planning and management practices:** project planning and tracking, including workload and task management, meeting planning, and logs. |  |  |
| 5 | **Team work/energy**: collaboration, peer learning, meeting attendance, involvement and engagement of members, etc. Also include demonstrated passion and commitment to the project. |  |  |
| 6 | **Submission**: completeness and quality of required submission items |  |  |

Any other comment to improve the project and team performance?