**IT Department Capstone Project Evaluation Form**

Evaluator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 5/5/2017

|  |  |
| --- | --- |
| **J-201**  [ ] 09:10AM DocWeb  [ ] 09:45AM WhatstheBuzz  [ ] 10:20AM GTRI | **J-215B**  [ ] 09:10AM Anthem Security  [ ] 09:50AM Anthem Big Data |

**Check the project** you are evaluating:

All supplemental project information can be found online at   
<http://itcapstone.blogspot.com>

Please use a **10 point scale** to evaluate the following items.

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

**A. Poster Evaluation – if you have visited the poster**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation Item** | **Score (10 point)** | **Comments** |
| 1 | **Poster design:** the quality and creativity of the poster, including style, layout, content, readability, media use, etc. |  |  |
| 2 | **Team talk:** how well does the team communicate with the audience? |  |  |

**B. Presentation Evaluation - if you attended the presentation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Evaluation Item** | **Score (10 point)** | **Comments** |
| 1 | **Presentation slides and content:** quality of presentation slides and content; covered major aspects of the project in a logical flow. |  |  |
| 2 | **Presentation skill and performance**: how well did the team talk to the audience about the project and answer questions? Demonstrated confidence and enthusiasm. |  |  |

**C. Project Evaluation - your understanding of the project based on the poster, presentation, and project website**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Project goals and deliverables**: completion of the project goals and deliverables; quality of the solution and work; application of appropriate technologies, practices, and methods. |  |  |
| 2 | **Soft skills**: demonstrated good project experiences related to soft skills, including communication, team work, dealing with challenges, learning, research, documentation, project management, etc. |  |  |

**D. Other comments**

1. Please comment on any observed excellence of the project and the team.

2. Please comment on any observed weakness of the project and the team.

3. Please comment on student’s project website and supplement materials on the website.

4. Please share any other comment to improve the project.

Please return the form to Jack, or scan and email it to [gzheng@kennesaw.edu](mailto:gzheng@kennesaw.edu) if you want to take more time. Thanks.