**IT Capstone Project Milestone Evaluation Form**

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Milestone #\_\_\_ Date: 5/01/2015

|  |  |  |  |
| --- | --- | --- | --- |
| **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 supporting evidences. |  |  |
| 2 | **Milestone completion:** meet milestone objectives, no major unjustified delay, etc. |  |  |
| 3 | **Communication**: good communication with instructor and project owner, regular update, etc. |  |  |
| 4 | Good **project planning and management practices:** solid project planning and tracking, including workload and task assignment. |  |  |
| 5 | Good **team work**: collaboration, peer learning, meeting attendance, etc. |  |  |

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

2. Please share any other comment to improve the project and team performance.