

Group Presentation Evaluation Form for Team _____

Reviewed by Team _____

Evaluation Criteria (one score for each category)	1	2	3	4	5	Comments required for scores of 1 or 5
Introduction Identified current issues Current Business assessment Critical Success Factors						
Current Situation Identified company's current situation Linkage of analysis to current situation Identified consistencies and/or inconsistencies						
Analysis Organized facts Effective use of analysis tools Identified strengths and weaknesses						
Recommendations Tangible and intangible benefits Feasibility Complexity appropriate for situation Chance solution will be successful						
Quality of Presentation Professional look and feel Level of detail Consistency Clear and convincing presentation Organization and presentation flow						
Rank (1=worst, 5=best) - exclude your team						

- 1 = Major deficiency or missing category completely
- 2 = Minor deficiency a little brief
- 3 = Appeared to have covered the category adequately
- 4 = Provided greater depth than expected
- 5 = Outstanding coverage of the material

Additional Comments:

Group Project Evaluation

Report Evaluation					
	Possible	Req'd	Actual	Quality	
<i>Table of Contents</i>	20	15		5	
<i>Executive Summary</i>					
<i>Introduction</i>					
<i>Business Profile</i>					
<i>Problem Statement</i>					
<i>Proposed Solutions</i>					
<i>System Analysis</i>	35	25		10	
<i>Input Screen Design</i>	15	10		5	
<i>Report Design</i>	10	6		4	
<i>Solution meets Goal?</i>	10	7		3	
<i>Back up material</i>	10	7		3	

Report Total	100	70		30
Presentation Total	100			
MS Project	60			
Weekly Reports	40			
Grand Total	300			

100%