Evaluate and point out errors and suggested improvements in the project design, report, documentation, and presentation. Design and documentation is to be 100% complete at this point. The report is to conform to format provided on back of this sheet.

Based on review of design approach, calculations, documentation, and team presentation, evaluate the proposed design and work to date. Use a 5-10 point scale. Provide major comments below. [Sponsor and Advisor: Point out errors and write helpful suggestions in the margins of the report. Return markup report to team, with copies of this sheet to advisor. Team will respond to comments, make corrections, and deliver final report and documentation by April 27th. Note to team: Keep the design review markups intact, your advisor may request to see how you’ve responded to the design review as part of the grading process!]

10 - Excellent design, clear documentation, everything correct: big raise, dinner at boss' house. (A+)
9 - Good design, adequate documentation, small errors: average raise, pat on the back. (A)
8 - Fair design, marginal documentation, ok if errors caught in time: small raise, work harder. (B)
7 - Poor design, poor documentation, major calculation errors, salvageable design: no raise. (C)
6 - Major flaws in design, very poor documentation, infeasible design: must totally redo. (D)
5 - Dismally poor, incomplete, calculations wrong, illegible report, no real engineering done. (F)

1) Project organization: scheduling, budget, use of personnel/resources, etc.
   Comments: 

2) Completely understand problem, clear definition & technical specification, constraints.
   Comments: 

3) References: thorough research of available technology, components, design methods.
   Comments: 

4) Evaluation of alternative designs, justification of chosen design.
   Comments: 

5) Design is based on sound engineering analysis. It meets spec, is buildable, and it works!
   Comments: 

6) Supporting info (reproduce design?): calculations, assumptions, drawings, design notes.
   Comments: 

7) Report layout, writing style, effective use of “visuals” (figures, tables, equations).
   Comments: 

8) Clear effective presentation, ability to explain and answer questions.
   Comments: 

C:\CLASS\SenDsgn\FIN_Revw.wpd
Total: ________
Senior Design - Final Reports & Symposium

Report Outline:

Note: Check with your sponsor in case they request any additions or revisions, and to confirm that this will be an acceptable report outline for documenting your project design. Meanwhile, look this over to get an idea of the required information that needs to be documented. It is strongly suggested that you write these sections as the work is completed, while information is fresh in your minds.

Transmittal Letter to Sponsor: Cover letter, not to be bound into report

Front Matter:
- Title Page
- Executive Summary
- Acknowledgment of financial support, equipment, assistance, resources, etc.
- Table of Contents

Body:
- Introduction (Overview & Orientation)
- Problem Definition, Design Objectives and Constraints
- Project Management (Resources Needed, Project Scheduling, Human Resource Assignments, and Budget. Some of this info might better be placed in appendices.)
- Brainstorming and Evaluation of Alternative Approaches
- Design Approach: Working around Constraints, Decisions and Major Assumptions
- Design Narrative Including Calculations and Design Sketches (put portions in Appendix)
- Discussion of Results (Quantitative Analysis of your design - does it meet spec and intent?)
- Conclusions (Qualitative Discussion of Strengths & Weaknesses, Design Capabilities, Economic Evaluation, etc.)
- Recommendations based on results.
- Recommendations for further work and improvement.

Supplemental Material:
- Reference List (all books, papers, human “experts,” and other sources of info)
- Appendices (Bill of Materials and design values, Circuit Diagrams, Assembly Drawings, Source Code, tables of data, etc.)