SE 562 General Project Feedback (Team-level) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This report is to provide feedback to the faculty coach regarding the team performing work completed this quarter. Rate the team’s efforts by selecting the appropriate rating according to the scale 1= Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent. If you do not have enough information to rate the team in an area, leave the Rating blank. This information will be shared with the team.

| **Area** | **Rating** | **Notes** |
| --- | --- | --- |
| **Overall Participation** | | |
| The team’s effort kept the project/team moving forward (thus making progress in the project) |  |  |
| The team’s efforts were clearly and accurately defined, documented, and tracked (through meeting minutes, status reports, metrics reports, web site, etc.) |  |  |
| The team’s effort was distributed equally among team members and appropriately to skills needed |  |  |
| **Quality/Extent of Work** | | |
| You have an understanding of work done or in progress (status, content) |  |  |
| The quality of the work performed was appropriate for the project |  |  |
| The development process was appropriate and adequately followed, and was modified as necessary during the project. |  |  |
| The project plan and tracking activities had the appropriate depth and breadth necessary for producing the desired artifact(s) and results |  |  |
| The team followed the project plans and reported status, and the extent of the work was appropriate for each phase of the project |  |  |
| The work was consistent with documented format/structure; if format/structure was not documented adequately or was inadequate, this can be addressed here. |  |  |
| **Overall Quality of Work Products** | | |
| Mechanics: spelling and grammar are appropriate level of quality, writing was coherent and articulated the required information in a meaningful way, diagrams and code were clean and communicate well, etc. |  |  |
| The artifacts produced were of good technical quality. |  |  |
| The team adopted and applied effective technical approach(es) to requirements specification, modeling & design, implementation, and test. |  |  |
| Work done on time (when the sponsor was informed it would be delivered) and maintained |  |  |
| Follows template / process (as applicable) |  |  |
| Work was complete, correct, of professional quality |  |  |
| You were given adequate time to review materials and give feedback. |  |  |
| **Participation in Meetings/Interaction with Sponsor** | | |
| Interaction between the sponsor and the team regarding project issues was appropriate and timely |  |  |
| Understanding of the problem/project you presented was appropriate and timely and evolved as necessary. |  |  |
| Interactions with you and others were professional. |  |  |
| There was a sensitivity to and awareness of your priorities for the project |  |  |
| The team was able to answer/address your questions, whether product-related or process-related |  |  |
| Overall assessment of team activities |  |  |

**Additional notes to be shared with the team:**

**Additional notes regarding the team that you do not wish to be shared with the team:**