SE 561 General Project Feedback (Team-level) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This report is to provide feedback for 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 is moving the project/team forward (thus making progress in the project) |  |  |
| The team’s efforts are clearly and accurately defined, documented, and tracked (through meeting minutes, status reports, metrics reports, web site, etc.) |  |  |
| The team’s effort is 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 is appropriate for the current phase of the project |  |  |
| The project plan has the appropriate depth and breadth necessary for producing the desired artifact(s) and results |  |  |
| The team follows the project plans, and the extent of the work is appropriate for the current phase of the project |  |  |
| The work is consistent with documented format/structure; if format/structure is not documented adequately or is inadequate, this can be addressed here. |  |  |
| **Overall Quality of Work Products** | | |
| Mechanics: spelling and grammar are appropriate level of quality, writing is coherent and articulates the required information in a meaningful way, diagrams and code are clean and communicate well, etc. |  |  |
| The artifacts produced are of good technical quality (as planned and appropriate for the current phase of the project) |  |  |
| The team has adopted and applied effective technical approach(es) to specification, modeling & design, implementation, and test (as applicable for the current phase of the project) |  |  |
| Work done on time (when the sponsor was informed it would be delivered) & maintained |  |  |
| Follows template / process (as applicable) |  |  |
| Work is complete, correct, Professional quality |  |  |
| You are 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 is appropriate and timely |  |  |
| Interaction to understanding of the problem/project you presented is appropriate and timely |  |  |
| Interactions with you and others are professional |  |  |
| There is sensitivity to and awareness of your priorities for the project |  |  |
| The team is able to answer/address your questions, whether product or process-related |  |  |
| Overall progress to date on project |  |  |

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

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