# Senior Project Interim Self-Assessment

This document is intended as a guide for the senior project team to assess its performance in a number of dimensions. You need not answer each question in detail, rather, use the questions as a guide for the kinds of items to assess. Add items you feel are appropriate.

This self-assessment will be one of multiple elements that your faculty coach uses to arrive at an assessment of the team’s performance for this first term. The other elements that the faculty coach will use include: direct observation of the team, team peer evaluations, reviews by other faculty during the interim project presentation, sponsor evaluation. These self-assessments will also be used as part of the SE program’s accreditation effort.

To complete this self-assessment the team should carefully consider each of the questions and provide an honest evaluation of the team’s performance. Your faculty coach will inform you when this self-assessment is due and how to deliver it.

### Team:

### Project:

### Sponsor:

### Product

1. Did the team prepare all the documentation artifacts requested by your faculty coach and sponsor? Were these documents carefully inspected prior to delivery? How would you assess the quality of the document artifacts?
2. How well did the team elicit the requirements? Are the requirements fully specified at this point? What approaches were used to elicit the requirements? Were key requirements missed? What methodology was used to document and validate the project requirements?
3. Did the team explore the entire design space before arriving at a final design? Have there been many errors found in the design? Was it necessary to make major changes to any part of the design? What were the reasons for the change? Do you have a complete design at this point?
4. How has the development and implementation progressed? What percentage of the product do you estimate is complete at this point? Is the team providing the documentation within the implementation artifacts?
5. What is the team’s testing strategy? Has the team developed a test plan? Is the team performing unit testing? Is the team using any test frameworks, such as JUnit? What are the testing results to date? Were any major defects found during system test?
6. Products need to be designed within guidelines and constraints appropriate for each project. It is also important to consider the impacts of the products that are designed. In the following categories discuss the constraints and impacts that have a bearing on your project. Note that there may be one or two categories that have no bearing on your project but your project is probably affected by almost all of these.

Economic issues

Environmental issues

Social issues

Political issues

Ethical issues

Health and safety

Manufacturability

Sustainability

1. What industry and engineering standards must your project adhere to? Were these new standards that the team had to learn? Did your sponsor provide you support for understanding these standards? Did you have to educate your sponsor about these standards?

### Process

1. What is your process methodology? Has this been clearly outlined to your sponsor and received the sponsor’s approval? How is the process documented?
2. Was there a large requirement to learn the problem domain? What approach was used to gain domain expertise? Did your sponsor provide adequately support? What forms of support did you receive?
3. What mechanisms is the team using to track project progress? How well has the team tracked its project progress? How often do these artifacts get updated on the department project website?
4. Is the team conducting effective meetings? What can be changed to make the team meetings more productive?
5. Has the team met all project milestones to date? Which milestones, if any, were missed or were met ahead of schedule? What contributed to this schedule changes? What will the team do differently to ensure that future milestones are met?
6. Was the team required to adopt new technologies? What were these technologies? What approach did the team use for selecting the appropriate technology for the project? Did the sponsor provide any support for learning these technologies? How well did the team ramp up on the new technologies and begin to apply them effectively?
7. How well has the team maintained quality control over the project artifacts? Have all artifacts been reviewed for adherence to quality standards? What is the review process used by the team?
8. Has the team had any issues with configuration management? How were these problems solved? What percentage of project artifacts is under configuration control?
9. What is the set of metrics that the team is tracking? Has the team gathered these metrics on a consistent basis? What has the team learned from the review of these metrics?

### Communication and Interaction

1. How well has the team been communicating project progress to the sponsor? What regular communication does the team have with the sponsor? Has the team been maintaining this communication to the satisfaction of the sponsor? Were any adjustments needed in the communication over time? Were these changes initiated by the team or the sponsor?
2. Did the team need to provide technical input to the sponsor? How well did the team educate the customer in these areas? What mechanism did the team use?
3. Is this an effective team? What has been contributing to and detracting from the team’s effectiveness? What are the team’s weak points? What are the team’s strong points? What changes can the team make for next term that will make it more effective?
4. What mechanism does the team use to communicate with the faculty coach? Has communication with the coach been effective? Are there any trouble spots with the faculty coach communications? What can the team change for next term to make their communication to the faculty coach more effective? What can the faculty coach change to make his or her interaction with the team more effective?
5. Has the team needed to interact with department staff personnel, i.e. the office staff or Kurt? Has this been handled in a professional manner? Were there any problems with these interactions?
6. Does the team have a complete website with all project artifacts stored and up-to-date on the software engineering department webserver, i.e. linus.se.rit.edu? How often are entries on the webserver updated?
7. How well has the team made presentations to the sponsor and faculty coach? Was the interim project presentation done in a professional manner? What can be done to improve the team’s presentations?
8. How well has the team worked with other senior project teams, coordinating access to lab space and equipment, sharing experiences and ideas, etc.?

### Achieving Customer Satisfaction

1. In the team’s opinion has the work accomplished to date satisfied the project sponsor? Were there any weak spots in this regard?