

ME 481/482 DESIGN REVIEWS - PRESENTATION SCORE SHEET

Date: _____

Review (circle): Proposal PDR SP CDR PR DDMR TRR FRMDC Other: _____

Presentation Team: _____

Reviewer Name: _____

Reviewer Type: Instructor ___ TA ___ Student ___ Mentor ___ Other _____

| Element Scored | Max | Score |
|---|------------|-------|
| Introduction: grabs attention/interest early, central purpose/main idea presented early, importance/significance to the audience presented early, presentation outlined/previewed; mission statement, objectives | 10 | |
| Development strategy and project management: budget, WBS, schedule, risk management, etc. | 10 | |
| Systems engineering: system architecture and ops concept; integration and testing plan; system level budgets (power, mass, volume, etc.); configuration and change management; failure analysis (e.g. FMECA) | 20 | |
| Technical details (system, subsystem, and/or component level): requirements, constraints, and compliance; conceptual designs; trade studies and analyses leading to baseline design; operation and interaction (e.g. functional flow block diagram); budgets, schedule and tasks (e.g. Gantt Chart with WBS); detailed testing plan; detailed description (components & parts, etc.); failure analysis | 30 | |
| Conclusion: useful conclusion that signals the end and ties everything together reviews the most critical information and/or power sound bite | 5 | |
| Effectiveness of communication/Delivery Mechanics: Eye contact, explains graphs and analysis in simple easy to understand language, limited fillers (um, er, like, etc.), doesn't read slides or notes etc. | 10 | |
| Time: fits time limit and appropriate time is spent on each piece of Information | 5 | |
| Visual Aids: readable, aesthetically pleasing, no verbose text, easy to extract information from content, information provided contributes to understanding of information presented | 10 | |
| Total | 100 | |

Comments: