

16.030/16.040 SP9 Report I Grading Sheet – Spring 2004

Element	1	2	3	4	5	Comments
Elements of report						
Build • Build goals; build and manufacturing procedures; building and manufacturing schedule; build and manufacturing time estimates and actuals; build status problems and resolutions. Includes table of estimates and actuals.						
Test • Test goals; test procedures; test schedule; test time estimate and actuals; test status, problems and resolutions. Includes table of estimates and actuals.						
Train • Training goals; training procedures; training schedule; training time estimates and actuals; training status, problems, and problem resolution. Include table of estimates and actuals.						
System performance checklist included.						
Communication skills						
Document begins with short introduction that provides brief context.						
Ideas flow logically from sentence to sentence, paragraph to paragraph, and section to section.						
Language is used grammatically; punctuation is correct; words are spelled correctly.						
Writing is concise, accurate, and organized.						

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Document preparation skills Cover sheet with team and member names; page numbers; labels on tables, figures, and equations.						
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Team: _____ Version: _____ Evaluators: _____ Grade: _____

Performance Levels*

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| 5 Exceptionally good | Coverage and/or correctness of content demonstrates superior understanding of the subject matter, a foundation of extensive knowledge, and an ability to skillfully use concepts. |
| 4 Good performance | Coverage and/or correctness of content demonstrates a good understanding of the subject matter, capability for use of the relevant concepts. |
| 3 Adequate | Coverage and/or correctness of content demonstrates adequate understanding of the relevant material, an ability to apply the concepts in a relatively simple manner. |

* These performance levels are paraphrased from the definition of MIT grades given in the Bulletin and at <http://web.mit.edu/faculty/rules/2.60.html>