**Kennesaw State University IT Capstone Project Acceptance**

This form is to be completed by the project owner to assess capstone project success and evaluate the student team’s performance. All deliverables (and other materials requested by the owner) should be submitted to the project owner and D2L absolutely no later than. Project owners please complete and return this form to no later than. Your timely response is much appreciated.

**[Note]** More information about all IT capstone projects and student project sites can be found at <http://itcapstone.blogspot.com>

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Summary]**

Please provide detailed evaluation and comments using the form on page 2 and 3.

Deliverables specified in the original plan are

[ ] complete

[ ] incomplete

All deliverables are submitted and completed

[ ] on time

[ ] delayed

[ ] not submitted

Overall, the project result has

[ ] exceed my expectations

[ ] met my expectations

[ ] not met my expectations

Overall team performance is

[ ] excellent

[ ] satisfying

[ ] not satisfying

**IT Capstone Project Evaluation**

**A. Evaluation items**

Please use a 10 point scale to evaluate the following items. Please provide comments if the score is lower than 6. The calculated score will be part of the final student grade.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 0-5 (F)Significantly lack of effort | 6-7 (C or D)Significant improvementneeded | 8 (B) Satisfactory with improvement needed | 9 (A)Excellent | 10 (A+)Outstanding |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Item** | **Score 10 point** | **Weight** | **Comments** |
| **Clarity and quality of the final submissions**: complete, well organized and explained, and on time. |  | 10% |  |
| Quality of the **solution and work** to meet project goals: technical analysis, designs, system implementations, application development, research, documentation, etc. |  | 40% |  |
| **Communication and interaction:**How well did the team communicate and interact with the project owner? |  | 20% |  |
| **Team energy and commitment:**How do you perceive the energy and passion of the team? Was the team being proactive? Did they make commitment to project completion? |  | 20% |  |
| **Project progress and management:**To your knowledge, how well was the project planned, managed, and tracked? Was there any major delay? |  | 10% |  |
| **Weighted Total** |  |  |

**B. Qualitative feedback**

1. Please comment on any observed **excellence** of the **project in terms of deliverables.**

2. Please comment on any observed **excellence** of the **team (students)**. Please also share your feedback on any **individual** student who is particularly outstanding or impressive.

3. Please provide some feedback on things that could be improved for the **team and their work**.

4. Do you see any **value or benefit** that this project will bring to you or your organization?

5. Please share any other comment about this IT capstone **project** or this capstone **course**. Thank you!