

## DESIGN REPORT EVALUATION SHEET

Title of Report \_\_\_\_\_

Author of Report \_\_\_\_\_

### **Communications**

### **Comments:**

Professional Tone

Clearly Written

Well Organized

Effective Use of Illustrations

Grammatical Correctness

Correct Spelling

Paragraph Organization

Avoids Technical Jargon

Summary

Information Content

Statement of Problem

Significant Results

Conciseness

Grammar/spelling

Table of Contents

Complete/Correct

Introduction

Completeness

Information Content

Well Organized

Grammar/Spelling

Design Concept

Clear

Complete

Properly Illustrated

Calculations

Clear

All Required Data Clearly Presented

Bibliography

References Completely Described  
All Required References Cited and Included

### **Technical**

#### Summary

Important Technical Details Included  
Solution Appears Reasonable  
Technical Information Useful  
Problem Statement Correct

#### Introduction

Technically Complete  
Presents Sufficient Technical Background  
for Problem Solution  
Fully Used Range of References  
Detailed Problem Statement

#### Correct/Complete

Design Concept  
Correctness  
Demonstrates Insight/Imagination  
Includes All Necessary Procedures  
Includes Extra Desirable Details  
Includes Unnecessary/Undesirable Details  
Reasonable Directions  
Explored Full Range of Possibilities

#### Calculations

Completeness  
Correctness  
Reasonable Assumptions  
Assumptions Checked When Possible  
Choices Reasonable  
Required Data Researched (Not Assumed)  
When Possible

#### Illustrations Technically Correct

#### Appendix

Includes All Necessary Tabular Data  
Includes all Required Graphs & Other  
Illustrations  
Includes all Repetitive Calculations

