# IE 546 HMSE Project Progress Report 2 Checklist and Evaluation Form

<table>
<thead>
<tr>
<th>Team:</th>
<th>Members:</th>
<th>/ 20 points</th>
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## Progress Report Memo Content (20% of grade)
- [ ] Header – Includes To, From (names, initials), Subject, Date
- [ ] Purpose – Describes purpose of memo.
- [ ] Objectives – Describes objectives of project.
- [ ] Progress – Describes progress on project, including
  - IDEF0 modeling: process and results
  - requirements development: process and results
  - standards search: process and results
- [ ] Problems – Describes problems encountered, how they were/will be resolved.
- [ ] Plans – Describes plans for completing next phase of project.

## Progress Report Memo Writing (20%)
- Factual accuracy – Statements appear to be valid.
- Logic – Conclusions follow from premises.
- Organization – Follows rational, understandable order.
- Clarity – Language is clear and understandable.
- Style – Appropriate to a professional technical report.
- Wording – Appropriate words are used.
- Grammar – Correct.
- Spelling – Correct.
- Punctuation – Correct.
- Length – Long enough to present the material, but not more than two pages.

## IDEF0 Model V1 (30%)
- Complete A-0 diagram provided.
- Complete A0 diagram provided.
- Additional complete A_ diagram provided.
- Additional complete A_ diagram provided.
- Labels – All labels are meaningful.
- Box labels – Are verb phrases.
- Arrow labels – Are noun phrases.
- Inputs – Represent important things transformed by processes.
- Controls – Represent important things that facilitate/constrain/guide processes.
- Outputs – Represent important things produced by processes.
- Mechanisms – Represent people/tools/equipment that perform processes.
- Text – Model Summary (Purpose, Viewpoint), Activity descriptions, Concept (ICOM) descriptions.

## Requirements V1 (20%)
- Necessary – Requirements reflect necessary features.
- Verifiable – Potentially verifiable.
- Attainable – Technically, economically feasible.
- Requirements vs. implementation – Not design/implementation specifications.
- Requirements vs. operations – Not operations.
- Terminology – Use "shall" / "should" / "will" properly.
- Treatment of ambiguous terms – Enclosed in asterisks.
- Structure – Subject-verb-object structure, correct grammar.
- Sufficient requirements \( \geq 10 \).
- IDEF0 reference – Each requirement linked to IDEF0 model node.

## Applicable Standards (10%)
- \( \geq 10 \) specific standards.
- Source(s) clearly cited.
- Clearly applicable to project.

## Comments

- = unsatisfactory, ✓ = satisfactory, + = good