# IE 546 HMSE Project Progress Report 4 Checklist and Evaluation Form

## Team:    

## Members:  

### Progress Report Memo Content (25% of grade, 5 points)

- [ ] Header – Includes To, From (names, initials), Subject, Date
- [ ] Purpose – Describes purpose of memo.
- [ ] Objectives – Describes objectives of project.
- [ ] Progress – Describes progress on project, including
  - design process:
    - how requirements guided the process
  - design:
    - physical features (major components, approximate sizes, what they look like, etc.).
  - operation (how user operates it)
- [ ] Problems – Describes problems encountered, how they were/will be resolved
- [ ] Plans – Describes plans for completing next phases of project, including
  - design refinement
  - prototype implementation

### Progress Report Memo Writing (25%, 5 points)

- [ ] 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 three pages.

### Design V1 Specifications (50%, 10 points)

- [ ] Drawing(s)/Sketch(es) clearly show physical features.
- [ ] Multiple views show operational sequences for simple scenario(s).
- [ ] Drawings clearly annotated (including approximate dimensions).
- [ ] Design specifications reconciled with requirements.
- [ ] Design meets requirements.
- [ ] Key design features justified WRT to relevant human factors principles/guidelines.

Design complies with human factors principles/guidelines (see HF checklist). \( [x \ 10] \)

## Comments

- = unsatisfactory, ✓ = satisfactory, + = good