# IE 366 WSE Project
## Progress Report 6 Memo Evaluation Form

**Team #: __________ Author: ___________________________________**

**Content (6 points)**
- Header – Includes To, From, Cc, Subject, Date.
- Purpose – Describes purpose of memo and objectives of project.
- Progress: what was done, how it was done.
- Work Product Descriptions: Process maps/flowcharts
  - Written procedures
  - Problems/Solutions
  - Plans

**Writing (4 points)**
- Logic – Conclusions follow from premises.
- Organization – Follows rational, understandable order.
- Clarity – Language is clear and understandable.
- Style – Appropriate to a professional memo.
- Wording – Appropriate words are used.
- Grammar – Correct.
- Spelling – Correct.
- Punctuation – Correct.
- Length – Long enough to present the material, but not more than one page.

**Comments**

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Grading scale: A+ truly outstanding, A = excellent, B = good, C = satisfactory, D = poor, F = unsatisfactory, F- = no credit
# IE 366 WSE Project
## Progress Report 6 Work Products Evaluation Form

<table>
<thead>
<tr>
<th>Team #:</th>
<th>Members:</th>
<th>_____ / 10 points</th>
</tr>
</thead>
</table>

### Work Task Process Maps/Flowcharts (4 points)
- **Number**: At least three tasks mappedcharted.
- **Title**: Meaningful title.
- **Symbols**: Standard flowchart symbols used (box, diamond, arrow, etc.).
- **Symbols**: Used correctly (e.g., diamond for decision).
- **Labeling**: Elements labeled clearly, correctly.
- **Accuracy**: Map/chart accurately describes procedure.

### Work Task Written Procedures (6 points)
- **Title**: Meaningful title.
- **Organization**: Overall document is well organized.
- **Sections**: Each section organized with logical, parallel, consistent headings.
- **Headings**: Headings and subheadings follow a pattern.
- **Steps**: Text organized into paragraphs or steps.
- **Lists**: Bulleted/numbered lists used effectively.
- **Clarity/Accuracy**: Writing clear and accurate.
- **Construction**: Writing uses parallel construction.
- **Detail**: Level of detail appropriate to task and audience.
- **Active Imperative**: Written in active, imperative sentences.
- **Vocabulary**: Vocabulary appropriate to task and audience.
- **Visual Aids**: Text supported by visual aids, as appropriate.

### Comments

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