Peer and Team Evaluation Instrument

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| **NO.** | **Task** | **Self** | **Student Name 1** | **Student Name 2** | **Student Name 3** |
| 1 | Attendance at team meetings: Present at all team meetings except where a previous commitment conflicted with the time and the absence was agreed upon with team members |  |  |  |  |
| 2 | Planning and Task definition: Helped develop and support the Work Breakdown Structure (WBS) and schedule. |  |  |  |  |
| 3 | Technical support: Provided technically creative and insightful ideas to the effort. |  |  |  |  |
| 4 | Timeliness: Completed all assigned tasks in a timely manner. |  |  |  |  |
| 5 | Collaboration: Made a genuine effort to work effectively with others. Shared ideas openly with fellow team members. Open-minded, objective, respected other’s ideas, positive. |  |  |  |  |
| 6 | Effort: Exhibited a high level of interest and commitment to the project |  |  |  |  |
| 7 | Contribution of skills: Obtained results using competencies, resources and materials. |  |  |  |  |
| 8 | Contribution of ideas: Provided creative and innovative ideas for group discussion. |  |  |  |  |
| 9 | Oral Communication: Spoke clearly, succinctly during presentations and responded knowledgeably to questions. |  |  |  |  |
| 10 | Written Communication Contributions: Preparation of the specification. |  |  |  |  |
| 11 | Written Communication Contributions: Preparation of presentations. |  |  |  |  |
| 12 | Written Communication Contributions: Preparation of the preliminary proposal. |  |  |  |  |
| 13 | Written Communication Contributions: Preparation of the final project documents. |  |  |  |  |
| 14 | Test: Contributed to the product, service, process or system test. |  |  |  |  |
| 15 | Problem solving: Defined issue. Set priorities. Developed and implemented solution. Monitored progress and adjust direction as needed. |  |  |  |  |
|  |  |  |  |  |  |
|  | Total |  |  |  |  |

Rating Scale:

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| 1. Did not contribute in this way.  2. Willing, but contribution not very successful or useful.  3. Average contribution. Did what was required. | 4. Significant or above average contribution. Did more than required.  5. Outstanding contribution. Did much more than was required. Made a great difference to the team and to the project. |

Other Comments: