LOGBOOK REVIEW FORM

Engineer	Reviewer	Date

STEP 1: Inventory your six best logbook entries and rate each one using the rubric given to the right.

1 – Missing
2 – Incomplete, minimal long-term value to author
3 – Complete, clear long-term value to author
4 – Exemplary, considerable long-term value to others

Entry	Date	Rating (circle one)
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4
		1 2 3 4

STEP 2: Self-assess your logbook in the areas below using the scales provided (*circle one*).

Project Management (in the context of ME 410, consider your client to be mentors, staff, and instructors)

Goals	**1** – missing	**2** – vague	**3** – multiple/divergent	**4** – focused & strategic
Action Items	**1** – missing	**2** – minimal	**3** – clear & sequenced	**4** – tasks remove bottlenecks
Team/Client Notes	**1** – missing	**2** – minimal	**3** – moderate	**4** – extensive
OVERALL RATING	**1** – insufficient	**2** – sub-standard	**3** – good	**4** – excellent

Design Development

Notes & Analysis	**1** – missing	**2** – sparse	**3** – relevant	**4** – detailed, extensive
Decisions	**1** – missing	**2** – random, sparse	**3** – highlights	**4** – comprehensive, justified
Illustrations	**1** – missing	**2** – unclear, messy	**3** – basic w/o discussion	**4** – detailed w/ discussion
OVERALL RATING	**1** – insufficient	**2** – sub-standard	**3** – good	**4** – excellent

Assessment (of self & team)

Reflection	**1** – missing	**2** – little awareness	**3** – occasional	**4** – regular & effective
Strengths	**1** – missing	**2** – little awareness	**3** – moderate	**4** – detailed knowledge
Improvement	**1** – missing	**2** – little awareness	**3** – some areas cited	**4** – detailed action plan
OVERALL RATING	**1** – insufficient	**2** – sub-standard	**3** – good	**4** – excellent

Organization

Entries	**1** – insufficient	**2** – on demand, sparse	**3** – regular	**4** – regular & spontaneous
Labels	**1** – missing	**2** – sparse & generic	**3** – consistent	**4** – informative
Layout	**1** – unclear	**2** – haphazard	**3** – readable	**4** – clear, structured, helpful
OVERALL RATING	**1** – insufficient	**2** – sub-standard	**3** – good	**4** – excellent

STEP 3: Paste this form in your logbook and make an entry examining the two greatest strengths and two greatest areas for improvement in your personal documentation. State why each strength as well as each improvement adds value. Explain how you might implement each improvement.