

ENGINEERING RELEASE REVIEW RUBRIC

Reviewer Name: _____

Team Name: _____

Date: _____

Competency	Not ready Red	Yellow	Ready to go Green	Readiness (R,Y,G)
Value Proposition	<i>Missing</i> – No attempt to describe why the project is important; not relatable for the audience	<i>Technical only</i> – Partial articulation of project impact; not relatable for non-technical audience	<i>Engaging</i> - Clear articulation of larger project impact; relatable to a non-technical audience	
Product Requirements	<i>Superficial Formulation</i> - Some relevant factors identified, few measurable,	<i>Adequate Formulation</i> – Most relevant factors considered, some measurable,	<i>Insightful Formulation</i> – All relevant factors considered, many measurable	
Preliminary Proof of Concept	<i>Missing</i> – No mention of modeling, testing, or prototyping at any scale	<i>Satisfactory</i> – High-level data without specified purpose or application	<i>Complete</i> – Focused data with relevant interpretations and conclusions	
System Design (including any Models, Drawings, and BOM)	<i>Missing</i> – No overall system architecture or knowledge of how subsystems relate to one another; no models or drawings available.	<i>Basic</i> – Broad concept of a design with a basic idea of how it satisfies client needs; models, drawings, BOM partially complete	<i>Thorough</i> - Proposed solution(s) directly addresses client needs and specifications; models, drawings, and BOM available	
Manufacturing and Validation Plan	<i>Disorganized</i> – Vague idea of components to be purchased and how parts fit together; largely unaware how to fabricate needed parts; unclear path for validation	<i>Developed</i> - Selection of purchased components in progress; materials identified but may not be optimal; validation plan partially complete	<i>Well Planned</i> - Specific vendors and model numbers ready for order; tooling and fixture needs understood; drawings reviewed by shop manager; clear validation plan	
Project Management	<i>Wistful</i> – Path to completion unclear; budget uncertain	<i>Appropriate</i> - Credible timeline and budget given	<i>Insightful</i> - Contingencies considered in managing time and budget	
Risk Management	<i>Unaware</i> - No acknowledgement of project risks; relies only on a “home-run” solution	<i>Considerate</i> – Acknowledges risks and incorporates potential plans for worst-case scenario	<i>Mitigated</i> – Identifies logical risks and clear paths and fallback plans to address each	

Comment and list any readiness deficiencies:
(continue on back if necessary):

Overall Readiness: _____