



**F8 – PROJECT FORMULATION REPORT EVALUATION FORM**

<b>STUDENT NAME</b>		<b>STUDENT ID</b>	
<b>PROGRAM</b>			
<b>SUPERVISOR</b>			
<b>PROJECT TITLE</b>			
<b>HANDOVER DATE</b>			

Assessment Criteria	Weight (W)	Score (S) [0-10] (refer to F8 rubric)	Marks (W*S)
1. <b><u>Project Background and Problem</u></b> (Appropriate working title, clear problem statement, well-defined project scope.)	3		
2. <b><u>Objectives</u></b> (Clear, measureable and achievable.)	2		
3. <b><u>Significance of the Study</u></b> (Relevant to the community and practitioners.)	1		
4. <b><u>Literature Review</u></b> (Able to identify, collect, summarize and analyze relevant and latest issues of subject matter.)	5		
5. <b><u>Project Methodology</u></b> (Appropriate approach, methods, sources and deliverables in accomplishing the project.)	6		
6. <b><u>Presentation of the Report</u></b> (Follow the given guidelines, consistency of the contents, clarity, and language of the report, contain valid references and citations.)	3		
7. <b><u>Progress Evaluation (Supervisor Only)</u></b> (This may include supervisory meetings (Project In-Progress Form- F3), supervisory independency, responsibilities, commitment, maturity, etc.)	2		
<b>Total:</b>			

<b>Comments</b>
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<b>Supervisor (30%)</b>	<b>Examiner (15%)</b>
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<b>Name of Supervisor/Examiner:</b>	<b>Date:</b>
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<b>Signature:</b>
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## CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC

No.	Assessment Criteria	Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
1.	<b>Project Background and Problem</b>	<ul style="list-style-type: none"> <li>Working title that clearly reflects the project.</li> <li>Well-defined problem statement. Provides exceptionally clear context supporting rationale for proposed project; clear statement of why project is needed.</li> <li>Well-defined project scope.</li> </ul>	<ul style="list-style-type: none"> <li>Working title that reflects the project.</li> <li>Clear problem statement. Provides clear context supporting rationale for proposed project; clear statement of why project is needed.</li> <li>Clear project scope.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate working title.</li> <li>Adequate statement of context supporting rationale for proposed project, statement of why project is needed.</li> <li>Adequate project scope.</li> </ul>	<ul style="list-style-type: none"> <li>Inappropriate working title.</li> <li>Unclear problem statement.</li> <li>Poor statement of context supporting rationale for proposed project, statement of why project is needed.</li> <li>Not well-defined project scope.</li> </ul>	No evidence
2.	<b>Objectives</b>	<ul style="list-style-type: none"> <li>Highly reflect the following elements:                             <ul style="list-style-type: none"> <li>Specific</li> <li>Measurable</li> <li>Achievable</li> <li>Realistic</li> <li>Timeliness</li> </ul> </li> <li>Highly relevant to the community and practitioners.</li> </ul>	<ul style="list-style-type: none"> <li>Clearly reflect the following elements:                             <ul style="list-style-type: none"> <li>Specific</li> <li>Measurable</li> <li>Achievable</li> <li>Realistic</li> <li>Timeliness</li> </ul> </li> <li>Relevant to the community and practitioners.</li> </ul>	<ul style="list-style-type: none"> <li>Adequately reflect the following elements:                             <ul style="list-style-type: none"> <li>Specific</li> <li>Measurable</li> <li>Achievable</li> <li>Realistic</li> <li>Timeliness</li> </ul> </li> <li>Adequately relevant to the community and practitioners.</li> </ul>	<ul style="list-style-type: none"> <li>Does not reflect the following elements:                             <ul style="list-style-type: none"> <li>Specific</li> <li>Measurable</li> <li>Achievable</li> <li>Realistic</li> <li>Timeliness</li> </ul> </li> <li>Not relevant to the community and practitioners.</li> </ul>	No evidence
3.	<b>Significance of The Study</b>	<ul style="list-style-type: none"> <li>Thorough review of relevant and empirical sources, citing seminal works in the field.</li> <li>Exemplary synthesis and organization of literature that is clearly linked to project question.</li> <li>Specific attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Good review of relevant and empirical sources, citing seminal works in the field.</li> <li>Good synthesis and literature organization of that is clearly linked to project question.</li> <li>Attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Adequate review of relevant and empirical sources.</li> <li>Adequate synthesis and organization of literature that is linked to project question.</li> <li>Some attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete or poorly developed review of literature.</li> <li>problems with organization</li> <li>weak linkage to project topic.</li> </ul>	No evidence
4.	<b>Literature Review</b>	<ul style="list-style-type: none"> <li>Thorough review of relevant and empirical sources, citing seminal works in the field.</li> <li>Exemplary synthesis and organization of literature that is clearly linked to project question.</li> <li>Specific attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Good review of relevant and empirical sources, citing seminal works in the field.</li> <li>Good synthesis and literature organization of that is clearly linked to project question.</li> <li>Attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Adequate review of relevant and empirical sources.</li> <li>Adequate synthesis and organization of literature that is linked to project question.</li> <li>Some attention to diversity issues pertaining to project topic.</li> </ul>	<ul style="list-style-type: none"> <li>Incomplete or poorly developed review of literature.</li> <li>problems with organization</li> <li>weak linkage to project topic.</li> </ul>	No evidence

## CSP600 - PROJECT FORMULATION REPORT EVALUATION (F8) RUBRIC (CONTINUED)

Assessment Criteria		Excellent (8-10)	Good (6-7)	Satisfactory (5)	Poor (1-4)	0
<b>Project Methodology</b>	<ul style="list-style-type: none"> <li>• Highly reflects the following elements:                             <ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul> </li> <li>• The report is well structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete and no grammatical error, and they flow together easily.</li> <li>• All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.</li> <li>• Contain most relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly reflex the following elements:                             <ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul> </li> <li>• The report is structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete with minor grammatical error.</li> <li>• Some figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.</li> <li>• Contain some relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately reflex the following elements:                             <ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul> </li> <li>• The report is poorly structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete with minor grammatical error.</li> <li>• Some figures, graphs, charts and drawings are not accurate, consistent with the text and of good quality.</li> <li>• Contain a few relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• Poorly reflex the following elements:                             <ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul> </li> <li>• The report does not follow the standard research reporting procedure/format.</li> <li>• Poor grammar structure.</li> <li>• Figures, graphs, charts and drawings are not accurate, inconsistent with the text and of good quality.</li> <li>• Contain irrelevant references and citations.</li> </ul>	No evidence at all	
<b>Presentation of Report</b>	<ul style="list-style-type: none"> <li>• The report is well structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete and no grammatical error, and they flow together easily.</li> <li>• All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.</li> <li>• Contain most relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• The report is structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete with minor grammatical error.</li> <li>• Some figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.</li> <li>• Contain some relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• The report is poorly structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete with minor grammatical error.</li> <li>• Some figures, graphs, charts and drawings are not accurate, consistent with the text and of good quality.</li> <li>• Contain a few relevant references and citations.</li> </ul>	<ul style="list-style-type: none"> <li>• The report does not follow the standard research reporting procedure/format.</li> <li>• Poor grammar structure.</li> <li>• Figures, graphs, charts and drawings are not accurate, inconsistent with the text and of good quality.</li> <li>• Contain irrelevant references and citations.</li> </ul>	No evidence at all	
<b>Progress Evaluation (Supervisor Only)</b>	<ul style="list-style-type: none"> <li>• Students highly adhere to the following elements:                             <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students adhere to the following elements:                             <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students moderately adhere to the following elements:                             <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Students poorly adhere to the following elements:                             <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul> </li> </ul>	Student Missing	