

DS 776: INDIVIDUAL WRITTEN ASSESSMENT GUIDELINE

Individual Students will each submit a written performance assessment at the end of the project including the following sections.

Individual Written Assessment	Guideline/Requirement
Executive Summary	One Page including <ul style="list-style-type: none">• Client Description• Project Overview• Brief summary of results
Assessment of Project Outcome	Your personal assessment of the quality of the deliverables provided by your team to the client. Compare what was delivered to the SOW / what was expected.
Assessment of Process	Your personal assessment of how the team managed the project. Include assessment of how your team used project management tools (e.g., Trello) in the management of the project. Discuss team effectiveness.
Individual Contribution	Description and assessment of your individual contribution . Be specific in terms of contributions and the value of your contributions to the deliverables.
Lessons Learned	Describe what went well and what did not go well. <ul style="list-style-type: none">• How would you approach the project differently if you could do it over again?• What did you learn from the experience?• How would you improve the capstone program?
Peer Evaluation	Be sure to complete peer evaluation form(s) per your Faculty Adviser's instructions.