

LEARN AND EARN PROJECT

EVALUATION FORM

		Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	
PRESENTATION	1.	Opening presentation: description of the project; organization, clarity and effectiveness of the presentation	8-7	6-5	4-2	1-0
		To what extent did the Chapter Representatives utilize Project Management skills to:				
	2.	<ul style="list-style-type: none"> ▪ Initiate the project? (max 5) ▪ Execute and control the project? (max 5) 	10	9-8	7-5	4-0
	3.	<ul style="list-style-type: none"> ▪ Manage the project schedule? (max 5) ▪ Manage the project team? (max 5) 	10	9-8	7-5	4-0
	4.	Evaluate and close the project?	5	4	3-2	1-0
	5.	General: Professional standards (appearance, poise, confidence), presentation technique, effective use of visuals and participation of all	7-6	5-4	3-2	1-0
	Presentation Total Points (maximum 40)					
WRITTEN ENTRY		Executive Summary				
	6.	1-3 page description of the project.	4	3	2	1-0
		Introduction				
	7.	Type of project, product and/or service description, sources of information	4	3	2	1-0
		Analysis of the Business Situation				
	8.	Trading area (max 4) and market segment analysis (max 4)	8-7	6-5	4-3-2	1-0
		Planned Operation of the Proposed Project				
	9.	Proposed organization	4	3	2	1-0
	10.	Proposed product/service	4	3	2	1-0
	11.	Proposed marketing strategies: pricing and promotional activity(ies)	4	3	2	1-0
	12.	Projected operating budget (max 4) and rationale for the projected budget (max 4)	8-7	6-5	4-3-2	1-0
		Outcomes				
	13.	Introduction <ul style="list-style-type: none"> ▪ General project implementation (max 4) ▪ Learning outcomes (max 4) ▪ Earning outcomes (max 4) 	12-10	9-7	6-4	3-0
	14.	Recommendations for improving the project: <ul style="list-style-type: none"> ▪ Recommendation for future projects (max 4) ▪ Plans for improving the learning and earning outcomes of the project (max 4) 	8-7	6-5	4-3-2	1-0
		Appearance and Word Usage				
15.	Professional layout, neatness, proper grammar, spelling and word usage	4	3	2	1-0	
	Written Entry Total Points (maximum 60)					
	Total Combined Presentation and Written Entry				Score out of 100	

