

**LEARN AND EARN PROJECT**  
EVALUATION FORM

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