

Project Team Member Evaluation

Project _____ **Team** _____

Member evaluated _____

Evaluator _____

Please place a check to the box in each row that, in your opinion, most closely describes this team member's duties and performance.

| High Evaluation | Medium Evaluation | Low Evaluation |
|---|--|--|
| <input type="checkbox"/> Could easily be regarded the most valuable player. | <input type="checkbox"/> Was an average contributor. | <input type="checkbox"/> Made almost no contribution. |
| <input type="checkbox"/> Extraordinary in meeting participation. | <input type="checkbox"/> Attended all required meetings. | <input type="checkbox"/> Frequently missed meetings or parts thereof. |
| <input type="checkbox"/> Spent 11 hours per week or more on the project. | <input type="checkbox"/> Spent about 6 hours per week on the project. | <input type="checkbox"/> Spent as little time as possible on the project. |
| <input type="checkbox"/> Gave high priority to the interests of the project. | <input type="checkbox"/> Gave a routine effort to the project. | <input type="checkbox"/> Gave low priority to the project. |
| <input type="checkbox"/> Frequently raised issues that needed to be considered in order for the project to meet its schedule. | <input type="checkbox"/> Followed the schedule, but was not interested in adjusting it to account for delays or slackness. | <input type="checkbox"/> Was disinterested in whether or not the project stayed on schedule. |
| <input type="checkbox"/> Posted valuable status information to the clinic web page in a timely fashion. | <input type="checkbox"/> Posted information to the web page on a nominal basis. | <input type="checkbox"/> Had to be coaxed to post relevant information to the web. |
| <input type="checkbox"/> Frequently read and replied to email regarding the project. | <input type="checkbox"/> Responded to email questions when asked. | <input type="checkbox"/> Seemed to ignore most email. |
| <input type="checkbox"/> Took a leadership role in the project. | <input type="checkbox"/> Contributed to decision-making process. | <input type="checkbox"/> Had to be told what to do. |
| <input type="checkbox"/> Was a strong contributor to making the presentations successful. | <input type="checkbox"/> Presented and helped plan the presentation of one or more aspects of the project. | <input type="checkbox"/> Played a negligible role in developing and delivering presentations. |
| <input type="checkbox"/> Gave great consideration to the overall quality of written reports. | <input type="checkbox"/> Gave a respectable effort to construction of quality reports. | <input type="checkbox"/> Did not care about reviewing the content and appearance of reports. |
| <input type="checkbox"/> Played a key role in the development of the game concept. | <input type="checkbox"/> Actively participated in fleshing out the concept. | <input type="checkbox"/> Did not contribute to concept development. |
| <input type="checkbox"/> Played a key role in the design of software developed by the team. | <input type="checkbox"/> Was a consistent contributor to design decisions. | <input type="checkbox"/> Was content to let others do the design work. |
| <input type="checkbox"/> Developed a significant portion of the code for the software. | <input type="checkbox"/> Produced a fair share of the code for the project. | <input type="checkbox"/> Contributed little to coding. |
| <input type="checkbox"/> Carefully documented design and code in a manner understandable to readers who are not team members. | <input type="checkbox"/> Documented code to the extent required for other team members to understand it. | <input type="checkbox"/> Did not include documentation with code. |
| <input type="checkbox"/> Made it clear how code was to be tested, and provided mechanisms to facilitate testing. | <input type="checkbox"/> Tested code when it seemed necessary. | <input type="checkbox"/> Gave little regard to the testing process, outside of the most elementary system tests. |