

## Notes on the Team Evaluation Process

1. You must be honest. Giving false or misleading information during the Team Evaluation process is a violation of the JMU Honor Code.
2. Your grade on the project will depend on: (a) the grade I give to the team, (b) the grade you give yourself, and (c) the grades your team members give to you. The exact weighting of the different components will vary. In the event that the grade you give yourself differs significantly from the grades your team members give you, I will rely heavily on the rationale you each used. I may choose to interview you and your team members to resolve these kinds of discrepancies.
3. Your grade on the project will be based on the consistency between your (personal) evaluation of the team and my evaluation of the team. Specifically, unless you can justify the discrepancy, each “whole letter grade” that your evaluation is higher than mine may reduce your grade by one third of a letter grade. For example, suppose we have the following:

My Initial Grade To:		Your Grade To:	
You	Team		Team
‘B-’	‘B’		‘A’

Then, I may reduce your final grade from a ‘B-’ to a ‘C+’.

4. You must provide a rationale if your evaluation of the team and your evaluation of the individual team members is not consistent. For example, you must provide a rationale if you give each of the team members an ‘A’ and give the team an overall grade of ‘B’.

**DO NOT SUBMIT THIS PAGE**



# Team Evaluation Form

Team: \_\_\_\_\_

JMU Electronic ID	Me	OTHER TEAM MEMBERS			

## Roles/Responsibilities

Indicate how frequently you and each of your team members had each of the following roles/responsibilities (use Always, Mostly, Occasionally, Never).

Role	TEAM MEMBER				
Planning					
Execution: Establishing Processes					
Execution: Documentation					
Execution: Design					
Execution: Programming					
Execution: Testing					
Leadership (Motivation, Facilitation, etc...)					

## Objective Measures

For each of the following questions/issues, provide an objective estimate for you and each of your team members.

Question/Issue	TEAM MEMBER				
Number of meetings attended					
Hours of effort					
Productive hours of effort					
Percentage of documentation					
Percentage of design					
Percentage of programming					
Percentage of testing					

## Subjective Measures

For each of the following questions/issues grade yourself and each of your team members (using one of the following scores: 95, 90, 85, 80, 75, 70, 60, 50, 0, NA).

Question/Issue	TEAM MEMBER				
Was punctual					
Completed tasks on time					
Listened to others					
Helped solve problems					
Gave the project a high priority					
Accepted responsibilities willingly					
Stayed "on topic"					
Helped others to understand					

### **The Team's Principal Achievements**

### **Where the Team should have done better**

Please list the areas in which you think your whole team should have done better. Be constructive.

### **Overall Team Evaluation**

The Team's overall performance on this project has been:

Excellent;  Good;  Adequate;  Inconsistent;  Inadequate;  Awful;

**My Principal Achievements**

Please relate them to the Team's Achievements.

**Where I should have done better**

Please list the areas in which you think you could have done better. Be constructive.

**Overall Self-Evaluation**

My performance on this project has been:

Excellent;  Good;  Adequate;  Inconsistent;  Inadequate;  Awful;

This effort is:  below my usual standard;  representative of my usual standard;

**Overall Grades**

I would give myself and my team members the following grades (using one of the following scores: 95, 90, 85, 80, 75, 70, 60, 50, 0, NA).

Project Grade	Me	OTHER TEAM MEMBERS			