

**Human Performance Team Assignment  
Evaluation Sheet**

<b>System:</b>		<b>Team Number:</b>
<b>CONTENT</b>		
<b>Is it There? (1 point)</b>	<b>Is it Right? (4 points)</b>	<b>Is it Good? (7 points)</b>
<i>Content not included for all sections of the assignment (incomplete) OR included content is incorrect. Some third party sources of information are either not referenced or incorrectly referenced.</i>	<i>Content is included for all sections of the assignment and all aspects of the assignment are effectively addressed. Data is complete and correct. All third party sources of information are correctly referenced.</i>	<i>Content goes beyond the bare minimum required for the assignment and includes greater level of detail to aid learning. Graphics, figures, and other media are included to illustrate key points.</i>
<input type="checkbox"/> Parts of assignment not included <input type="checkbox"/> Turnover documentation missing key pieces <input type="checkbox"/> Process map has incorrect format or missing key steps <input type="checkbox"/> Process map does not identify scope or linkages to other systems <input type="checkbox"/> Resource allocation scenarios not explained or doesn't match process map <input type="checkbox"/> FMEA doesn't match process map <input type="checkbox"/> Images from third party sources are not properly attributed	<p>All pieces of assignment included, are properly referenced, and contain all requirements:</p> <input type="checkbox"/> Turnover documentation <input type="checkbox"/> Installation process map (including clear scope description, pre- and post-install steps, and safety issues and best practices) <input type="checkbox"/> Resource allocation scenarios <input type="checkbox"/> Process-based FMEA <input type="checkbox"/> Troubleshooting guide/checklist	<input type="checkbox"/> Turnover documentation section contains links to actual documentation <input type="checkbox"/> Installation process map differentiates between brands <input type="checkbox"/> Process map supported by appropriate images/graphics <input type="checkbox"/> Interviews/observation used to develop process maps <input type="checkbox"/> FMEA supported by appropriate photos/links <input type="checkbox"/> Troubleshooting guide/checklist linked to process map and properly referenced <input type="checkbox"/> Troubleshooting guide contains diagnostics or graphics of what's normal/what's not
<b>Additional Comments:</b>		
<b>Content Grade: _____ out of 7</b>		

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<b>DELIVERY</b>		
<b>Is it There? (1 point)</b>	<b>Is it Right? (2 points)</b>	<b>Is it Good? (3 points)</b>
<i>Content is not well-organized or easy to read. Writing, grammar, and/or formatting are poor or incorrect. Subheadings and other navigational devices are not employed. Document appearance has not been verified in browsers.</i>	<i>Content is presented in a readable and easy-to-follow fashion using appropriate subheadings. Links are used to access drill-down information or external sites. Grammar and writing style are correct with no errors.</i>	<i>Creative formatting and content is used to maximize usability and make wiki compelling and interesting to read.</i>
<input type="checkbox"/> Typographical, spelling, or grammar errors <input type="checkbox"/> Subheadings/subpages/links not used to separate content <input type="checkbox"/> Attachments included in illegal file formats (e.g., .docx, .vsd) <input type="checkbox"/> Inconsistent formatting across parts of the submittal (fonts, heading formats, etc.)	<input type="checkbox"/> Consistent formatting for all parts of assignment <input type="checkbox"/> No typographical, spelling, or grammar errors <input type="checkbox"/> Assignment organized according to required sections using subheadings or links <input type="checkbox"/> All attachments are in pdf or html format (if included) <input type="checkbox"/> All formatting instructions followed completely	<input type="checkbox"/> Navigational links provided to connect pages <input type="checkbox"/> Links are annotated to show contents <input type="checkbox"/> All figures embedded in wiki for readability <input type="checkbox"/> Colors, graphics, or other visual enhancements provided to increase visual interest
<b>Additional Comments:</b>		
<b>Delivery Grade: _____ out of 3</b>		
<b>TOTAL GRADE: _____ out of 10</b>		

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