Project of the Year Judging Sheet

School Name   _____

Project Name   _____

Category   _____

A.   **Cover**   4 points _____

1-point deduction for each cover violation

- ☐ School name
- ☐ Project name
- ☐ Project category
- ☐ ½ inch, 3-ring binder or 3-prong folder

B.   **Project of the Year Report**

Goal (Only the first goal listed will be evaluated)   15 points _____
Do not deduct points for additional goals.

Does the goal meet the criteria below? 2 points each
No partial credit may be given for each item

- ☐ Specific – what do we want to accomplish?
- ☐ Measurable – how will we know when it is accomplished?
- ☐ Attainable – how can you accomplish the goal?
- ☐ Relevant – does it seem worthwhile and realistic? Why?
- ☐ Timely – by when will it be completed?

- ☐ Goal meets the category description? (5 points)

Description (Limited to 300 words)   20 points _____
Partial credit may be given

- ☐ Is this a new project to your school or a twist on a tradition? 2 points
If the project is not new or a twist on a tradition deduct 2 points.

3 points deduction if it doesn't answer each of the items listed

- ☐ Why?
- ☐ Who is your target audience?
- ☐ What?
- ☐ When?
- ☐ Where?
- ☐ How?

Evaluation (Limited to 300 words)   10 points _____
No partial credit may be given for each item

    ☐ Was your first goal evaluated? Explain. (5 points)

    ☐ What changes would you make? (5 points)

C.   **Project Planning (Task Sheet)**   15 points _____
No partial credit may be given for each item

    ☐ The project can be re-created by following the Task Sheet. (6 points)

    ☐ Dates are in chronological order. (2 points)

    ☐ Dates reflect continuity. (2 points)

    ☐ The tasks listed match all parts of the project description. (3 points)

    ☐ The book is signed by advisor and by president. (2 points)

D.   **Documentation**   17 points _____
Partial credit may be given

    ☐ The book includes the required 5 single-sided pages of documentation. (5 points)
    Only the first 5 pages will be evaluated.
    Deduct 1 point for each page missing, do not deduct here for extra pages.

    ☐ The book includes at least 1 page of pictures of the project. (2 points)

    ☐ Photos include captions that support or extend the project description. (2 points)

    ☐ The documentation supports the project? (8 points)

E.   **Overall Project Book**
Partial credit may be given
       Spelling/Grammar   6 points _____

       Complexity / Level of Impact   6 points _____

       Logistics (proper format)   3 points _____
       Deduct 1 point for extra documentation pages

       Book is clean and well-ordered   4 points _____

(Emphasis on quality of project, not artistic presentation)

TOTAL POINTS   (100 points possible) _____

Judge's Comment Area (Explain point deductions.)