

**OPER360 Manufacturing & Service Operations
Peer Evaluation Form
Plant Tour Project**

A copy of this form will be due at the time you hand in your written report. Your responses will be confidential.

Your Name: _____

Company Visited: _____

Please use this form to rate the performance of your project team members. Write the name of each person on your team in the space provided. Give each person a score from 1 to 50. You may circle one of the numbers provided or write-in a number that falls between two of the five-point increments. **Be sure to include yourself in this assessment.** This information may be used to adjust the project score of team members that were consistently given low ratings. Your ratings on this form will be confidential.

Rating Criteria: When you evaluate each team member, consider their attitude, dependability, contribution to the group process, willingness to complete a fair share of the work, and their contribution to the quality of the group’s final products (i.e. the written report and presentation). Don’t forget to consider behind-the-scenes work such as making contact with facility hosts, gathering data or coordinating group work.

Team Member	Rating									
You*	5	10	15	20	25	30	35	40	45	50
_____	5	10	15	20	25	30	35	40	45	50
_____	5	10	15	20	25	30	35	40	45	50
_____	5	10	15	20	25	30	35	40	45	50
_____	5	10	15	20	25	30	35	40	45	50

** Please include an honest appraisal of your own contributions here.*

Comments:

**OPER360 Manufacturing & Service Operations
Evaluation Form: Plant Tour Group Presentation**

Company Visited: _____

Start time: _____ **Finish time:** _____

TOTAL TIME: _____

Content **50** _____

- Appropriately focused for 'consultant' audience
- Includes company overview
- Helps audience to understand company products
- Helps audience to understand production process
- Highlights operations practices and processes
- Points to strengths in operations
- Points to potential areas of improvement
- Applies course concepts and terminology
- Uses examples to illustrate concepts & observations
- Provides a VERY brief description of the proposed project

Creativity and Level of Interest **10** _____

- Materials easy for audience to interpret
- Engages audience interest
- Creativity of materials

Organization **10** _____

- Agenda outlines presentation flow
- Ideas and concepts flow logically
- Good transitions between speakers
- Good use of time

Presentation Effectiveness **10** _____

- Team members convey professionalism
- Team members are introduced
- Speakers acknowledge team members' contributions
- Speakers' voices carry well
- Presenters make persuasive arguments
- Key points are summarized at the end

Total Points **80** _____

Points subtracted for exceeding time limit: _____
(5 points per minute)

Comments: _____

**OPER360 Manufacturing & Service Operations
Evaluation Form: Plant Tour Written Report**

Team Members: _____

Company Visited: _____

Content	65	_____
<ul style="list-style-type: none">• Report shows knowledge of operations terms & practices• Report includes assigned content:<ul style="list-style-type: none">• Table of contents• Executive summary• Company overview• Operations strategy• Process overview• Value stream map• Identification of key areas addressed in analysis• Areas of excellence• Areas for improvement• Project Plan<ul style="list-style-type: none">• Problem statement• Problem description/solution• Work breakdown structure• Network diagram with critical path identified• Gantt chart• Conclusion		
Quality of Materials	15	_____
<ul style="list-style-type: none">• Materials convey professionalism.• Materials use graphics to communicate ideas.• Materials are well-organized, with a logical flow & appropriate headings.• Materials will represent the UW and the student team favorably.• Subsections are integrated/coordinated.		
Writing and Writing Mechanics	15	_____
<ul style="list-style-type: none">• Report is targeted to consultant colleague audience.• Report is an absolute delight to read.• Report is written in a cogent and concise manner.• Report is free of typographical errors.• Report uses appropriate/correct terminology.• Grammar is correct.• There are no spelling errors.		
Thank You Letter	5	_____
<ul style="list-style-type: none">• Letter is written in proper business form.• Letter reads well and conveys sincerity.• Letter is free from technical or grammatical errors.		
Total Points	100	_____

Comments:

**OPER360 Manufacturing & Service Operations
Plant Tour Presentation Evaluations**

Evaluator: _____ **(Your Name)**

Name of Company	Content (12 pts)	Creativity (4 pts)	Organization (2 pts)	Effectiveness (2 pts)	Time (minus)	Total (20 pts)

General Comments: