

## EPICS Design Review - Guidelines for Reviewers

**Thank you again for your participation in the EPICS Design Reviews!**

### **General information:**

- Please complete a separate evaluation form for each of the different projects on a team.
- Feedback for virtual reviews is done via MS Forms. A link will be provided in the review chat.
- For in-person reviews, completed evaluation forms should be given to the teams' advisor, TA, or returned to the boxes in the presentation rooms.
- Feedback is shared with the teams to help improve their projects and design and communication skills.
- Please talk to Andrew Pierce if you have any questions about the process.

The team should identify the type of review they will be conducting with their project:

**Project:** Typically made in the first semester of a project. Teams should have completed a "Project Charter" which identifies the need and stakeholders of the project. Team should be working on or completed Project Specifications and have considered some conceptual designs.

**Design:** Conducted from the first semester of the project until it is ready for delivery. Teams should focus on work completed since last design review.

**Delivery:** Conducted in the semester that project is to be delivered. As a reviewer, give feedback on whether you feel project is ready to be delivered. The final approval for delivery is made by the EPICS advisors and administrators. Your review is advisory in nature only and does not imply any liability on your part.

### **Quality of Design or Concept:**

Please rate the overall quality of the design or concept given its stage in the design process. Please comment on any issues relevant to the design or concept quality. The questions provide prompts for the types of issues that might be addressed in the comments.

Please note that many of the projects that you will be evaluating are not completed, so your assessment of the items related to "project quality" should indicate whether the design is progressing appropriately ("on track") to achieve a quality solution in the area being evaluated. If you have concerns about the approach that is being pursued, then the item would not be "on track." Likewise, if an area has not been explored in sufficient detail for the current phase of the design, then it would not be "on track."

Please note that your assessment of the safety ideas is not to be considered a professional and thorough evaluation of the safety, but one opportunity to identify potential safety items.

### **Design Process:**

Please rate and provide comments on the project team's demonstration of the design process as appropriate for the current design phase and the decision-making processes of the team.

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### Ability of the Designers to Explain Project and Answer Questions:

Please rate and provide comments on the designer's ability to explain the project and answer questions. Did they provide sufficient information on the context and the scope of the project? Were they able to address questions appropriately?

### Quality of the Documentation and Presentation:

Please rate the quality of both the written design review documentation and the presentation. Please comment on any issues related to completeness, effectiveness, and/or clarity.

**Comments provide very valuable feedback.** Please check the box if you have provided comments on the back of the page.

**External reviewers:** Please complete and sign the **Confidentiality Agreement**. Purdue faculty/staff do not need to complete the form.

### Contact Information:

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