LIS590MG – Project Management
Instructions for Peer Evaluations

Assignment
My goal in having you complete these evaluations is to make sure that each student receives fair credit for her/his contribution to the group process and group project. To this end, you will be completing an evaluation questionnaire for each student in your group. **This includes completing an evaluation for yourself.**

Please use the following comments to guide your rating of team members when completing the evaluations. Students that have made a good faith effort to interact with the group and participate in the project are expected to get a score of 3 (agree) for each of the items rated. Exceptional contributors should earn a 4 (strongly agree). Weaker contributors should earn a 2 (neutral). The rating of 1 (disagree) should be reserved for students who had very little group interaction or project contribution. The rating of 0 (strongly disagree) should be reserved for students who had no group interaction or project contribution.

Tools
I have posted 2 documents to the Weekly Schedule for your use. The first of these is a sample of a completed evaluation. Use this document to train yourself on the procedure for completing your evaluation forms. The second document is a template to be used when completing evaluations for each member of your team. There are multiple pages in this template. So you should be able to complete all of your evaluations without having to copy or cut-and-paste.

Length
Start by completing an evaluation for yourself. This will help you and I both get an idea of what you consider to be a fair evaluation scale for this project. Then, complete an evaluation form for each of the other members of your team.

Format
Submit one **PDF** document.

File Naming Conventions
The name of the file that you submit should include both your name and the name of the assignment. It should follow the form:

　　　　lastName_firstName_peer_evaluations.pdf

Due By
Please submit this assignment by the date and time shown on the Weekly Schedule.