LOGBOOK REVIEW FORM

Engineer:_____ Reviewer: _____ Date: _____

Step 1. Inventory your 6 best entries and rate each one using the rubric below.

1. Missing	2. Incomplete, minimal long-term value	3. Complete, clear long-term value to *author*	4. Ideal, huge long-term value to *others*

Entry	Date	Rating

Step 2. Self-assess your logbook in the areas below using the scales provided.

Project Management. Overall rating for logbook since last review.

○ 1 (worst)	○ 2	○ 3	○ 4 (best)
○ missing goals	○ vague goals	○ divergent goals	○ strategic goals
○ missing action items	○ few action items	○ sequenced tasks	○ tasks remove bottlenecks
○ missing team/ client notes	○ few team/ client notes	○ some team/ client notes	○ extensive team/client notes

Design Development. Overall rating for logbook since last review.

○ 1 (worst)	○ 2	○ 3	○ 4 (best)
○ missing notes & analysis	○ sparse notes & analysis	○ relevant notes & analysis	○ detailed notes & analysis
○ missing decisions	○ random decisions	○ major decisions highlighted	○ key decisions w/ justification
○ missing illustrations	○ few illustrations	○ basic illustrations w/o discussion	○ full illustrations & discussion

Assessment (of self & team). Overall rating for logbook since last review.

○ 1 (worst)	○ 2	○ 3	○ 4 (best)
○ missing reflection	○ little reflection	○ occasional reflection	○ regular & useful reflection
○ missing awareness of strengths	○ little awareness of strengths	○ basic knowledge of strengths	○ detailed data of strengths
○ missing areas for improvements	○ little areas cited for improvements	○ some areas cited for improvements	○ detailed plans for improvements

Organization. Overall rating for logbook since last review.

○ 1 (worst)	○ 2	○ 3	○ 4 (best)
○ missing entries	○ entries on demand	○ regular entries	○ spontaneous entries
○ missing entries and labels	○ entries without labels	○ entries with generic labels	○ entries with informative labels
○ missing any layout	○ haphazard layout	○ readable layout	○ thoughtful layout for re-reading

Step 3. Paste this form in your logbook and make an entry examining the *two greatest strengths* and *two greatest areas for improvements*. State why each one adds value. Explain how you might implement each improvement.