Today

- Quiz 5
- Presentation description and some tips

Homework

- Project Plan due Friday (tomorrow)
- HW7 out
Project Plan Presentation

Overview

• Aim for 12-15 minutes
• Every team member must speak roughly equal amount of time
• Plan for a range of questions (from DAB, Sponsors, Faculty, ...)
• Practice, practice, practice ... and then practice!
• Must do a practice presentation with faculty advisor ...
  – Need to arrange this
  – Don’t waste their time!

Presentation Audience

• Mix of people that know and don’t know about your project
• In general, assume most don’t know anything about your project or work
• Focus on demonstrating you understand needs and have a good plan!
General Outline (* this is a suggested order/breakdown)

1. Project overview (~2 min) ... the “why” and “what”, briefly
2. Deliverables and scope (~2 min) ... deliverables & architecture
3. Requirements and design (~4 min) ... major features, UI/functionality
4. Major work accomplished (0 – 2 min) ... if work already done
5. Milestones and product release plan (~3 min) ... make plan clear & justify
6. Maintenance considerations (~1 min) ... the main/major issues
7. Project risks and strategies (~2 min) ... risk, plan b, monitor, triggers
8. Project management considerations (~1 min) ... work process & tools
Presentation Tips

(1) Keep slides simple, clean, concise, and organized
    • professional doesn’t mean fancy transitions or templates

(2) Slides should be easy to read and follow
    • Don’t use small fonts (should be able to read easily from back of room)
    • Keep text to a minimum
      – don’t need complete sentences
      – keep bullet text to one line
    • Don’t over bulletize (do you really need sub-bullets?)
    • Focus only on the main points ... say the rest as needed
    • Slides should be cues

(3) Use figures to express ideas over text
    • Diagrams, UI sketches, timelines, workflow/dataflow, architecture
    • For every slide, consider if a figure makes sense ...
    • Consider designing slides around figures (figure firsts, then text)
    • Try “storyboarding” your presentation (divide paper into 4 sections ...

(4) Talk to the audience
    • Look at the audience when talking
    • Don’t look at the computer or screen
    • Don’t point at the computer, but can point at screen (if needed)
(5) **Don’t rush through or use “fast-talk”**

- Know the main points you want to say and stick to them
- Don’t try to cram information
- Don’t rush through main points (fast talk)
- Highlight main points (e.g., small pauses)

(6) **Practice, practice, practice ... then more practice!**

(i). Practice Individually:

- Figure out what the main points you want to say
- Practice your parts on your own
- Keep track of your time as you practice
- Ditch the helper cards ... they are unprofessional
- Get rid of “umm”, “so”, and other filler phrases

(ii). Practice as a Team:

- Content, timing, slide quality

(iii). Practice with your Advisor:

- Best feedback if you are giving your close-to-final presentation
- Ask for potential questions

(iv). Repeat individual & team practice for final presentation