As part of the senior capstone program, your team must give a formal presentation of your project plan to your sponsors, DAB members, faculty advisors, and peers. The following are general presentation guidelines to help you prepare.

- Your presentation should take approximately 12-15 minutes and will be followed by a question and answer period (approximately 5-8 minutes).
- During the question and answer period, you should expect your DAB members, sponsors, and faculty advisor to ask technical and non-technical questions concerning your project plan and presentation.
- Each person in your team must speak during the presentation for a roughly equal amount of time. Each team member should also be prepared to answer questions.
- This is a “formal” presentation in that your team must come prepared and dress professionally. It is highly recommended that each team member practice their part of the presentation multiple times and that the team as a whole practice multiple times as well.
- When preparing your presentation, focus on creating slides that support your talk by limiting the amount of text to the essential points, making sure the slides are easy to read and follow, and by using relevant graphics (e.g., UI sketches, context diagrams, architecture diagrams, screenshots, explanatory figures, etc.). It is usually better to use a meaningful figure to help explain ideas over text.
- The major goals of your talk are to provide sound evidence that you understand the needs and constraints of your project and that your plan is good—that it is well thought out and will lead your team to a successful product. Demonstrating that you understand the needs of the customer and users is one (very important) form of evidence, as is a carefully thought out schedule and analysis of project risks.

Your team’s presentation should generally follow the outline below. Note that you can deviate from the outline, but in general, you should cover all of the points below. Also, when developing your presentation, focus on creating a well-organized presentation that is focused on the important items, i.e., don’t get bogged down in unnecessary details or irrelevant information but at the same time don’t make your presentation so high-level that it becomes “content free”.

1. Project overview
   a. What problem is your project addressing (the “why”)?
   b. How is the problem being addressed through your project (the “what”)?
   c. The one or two major systems most related to your project, with similarities and differences

2. Deliverables and scope
   a. What are the main project deliverables and how will they be deployed/delivered?
   b. What is not in context for your project (if not obvious)? What has already been completed?
c. What is the high-level system architecture (major components and technologies that will be used)?

3. Requirements & Design
   a. What are the major features (functionality) you will develop (i.e., the MVP)? What evidence do you have that this is an appropriate list of (MVP) features?
   b. What are the main functional and nonfunctional requirements? (Note: Often easier to incorporate these into a discussion of the UI design)
   c. What are the main UI components (e.g., sketches/mockups)? How do they relate to the main features and requirements?

4. Major work accomplished
   a. What have you already figured out, prototyped, finished (if anything)?
   b. What technologies have you selected and committed to? (can be part of architecture discussion)
   c. What background research have you done and what were your findings? (only major research tasks of the project)

5. Milestones and product release plan
   a. What are your major milestones? By when must they be completed and why?
   b. What are your planned sprint releases and when will they occur? How are they connected to your milestones?
   c. What are you unsure about (e.g., estimates, features/scope, UI, releases, etc.)?

6. Maintenance considerations
   a. What happens to your product after the senior design project is over?
   b. What are the major issues for your product regarding maintenance?
   c. What are you doing to help with maintenance issues?

7. Project risks and strategies
   a. What are the major risks for your project and what is your plan for dealing with each?
   b. For each risk, what is the potential impact, what is your "plan B", and how and when will you monitor the risk to determine when you need to switch course?

8. Project management considerations
   a. How will your organize yourselves as a team? What technology will you use for project management?

Again, there are a number of high-level things you should consider when preparing your talks. You want to communicate to your sponsors and DAB members that you understand the needs and challenges of the application you are developing. You also want to communicate that you have developed an appropriate/realistic plan for your project (including scope and schedule). Finally, this is an opportunity for you to get feedback and to discuss any issues before diving fully into development.