

Progress-to-date Project Presentations

Guidelines for Presentation Content

Purpose of the Presentation

- To provide you with a "presentation experience"
- To allow you to see how your project is progressing in relation to your classmates' projects
- To allow the project supervisors to learn about your project

Presentation Format

- A Microsoft PowerPoint Presentation (or equivalent)
- 2 minutes to setup, 10 minutes to talk, with 3 minutes for questions (15 minutes in total)
- Attendance at all presentations is **mandatory** – it is not enough to simply turn up for your own

Presentation Content

- Brief Description of Your Project
- The work you have done so far
- The work you still have to do
- Technology Options/Discussion
- Potential Issues/Challenges

Brief Description of Your Project

- Provide a description of the type of project you are doing
- Talk about similar projects/technologies/products
- Present "mock" screen-shots and storyboards
- [Hint: use the *Alt+PrintScr* key combination to capture screens]

The work you have done so far

- What have you accomplished to date?
- What did you find difficult about the work so far?
- What would you do differently if starting from scratch?
- Are you happy with what you have done so far?

The work you still have to do

- What are you doing right now?
- What has still to be done?
- How much (percentage) of your project is completed at this stage?
- Is there anything that you should have started, but have yet to? Why?

Technology Options/Discussion

- What technologies does your project rely on? Describe them.
- What other technologies did you consider?
- Why did you choose the technologies you are using?
- Has the choice of technology led to any problems?

Potential Issues/Challenges

- What is worrying you about what you still have to do?
- Are there any significant technical challenges still to overcome? Describe them.
- Are you confident you will finish?

Some Presentation Do's

- Speak Clearly
- Talk to (and look at) your audience
- Rehearse
- Time Yourself
- Spell-check your presentation!

Some Presentation Do Not's

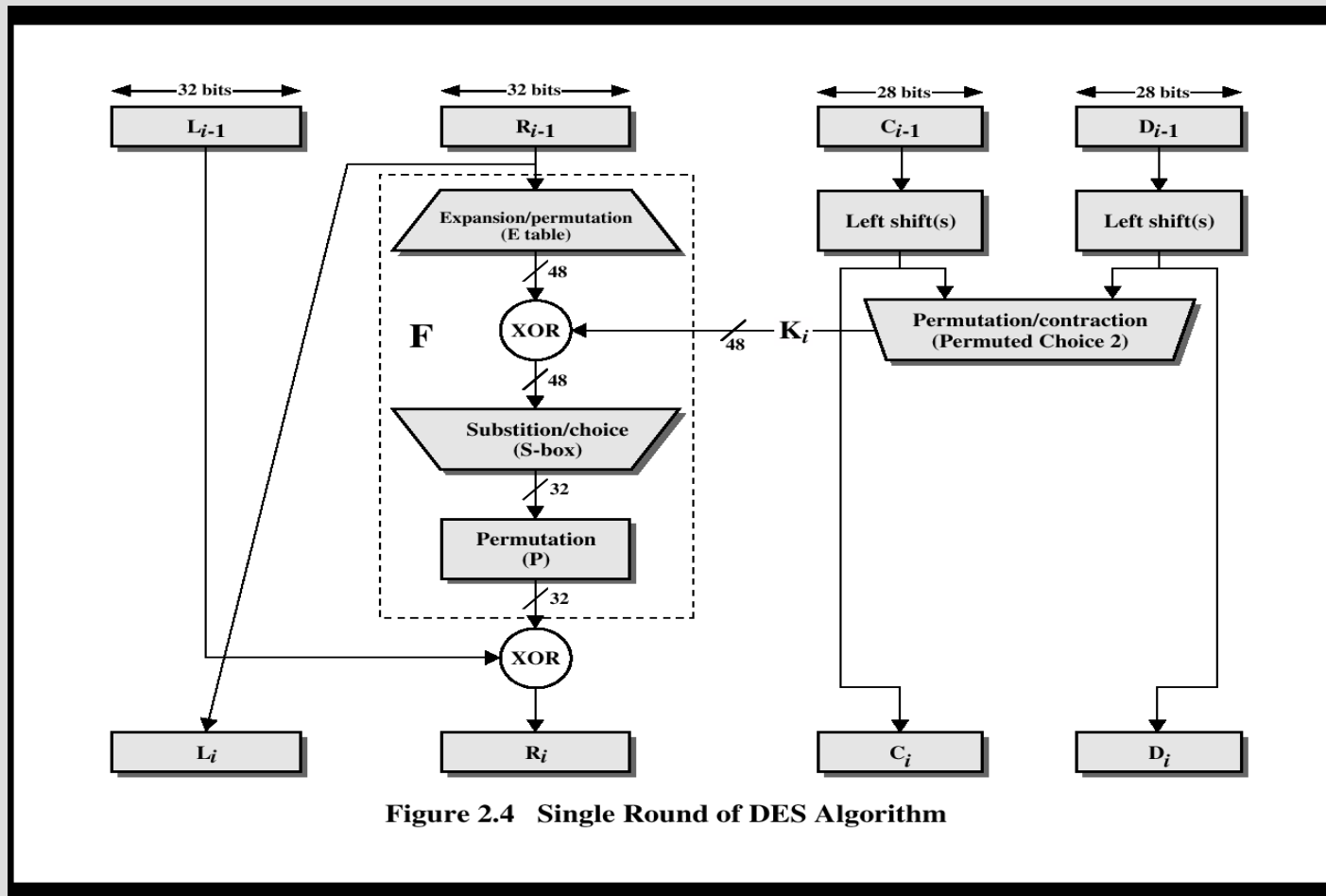
- Grumble
- Speed
- Read your presentation from cards/screen
- Insult (note: be very careful with humour)

Don't produce slides like this ...

Progress-to-date Project Presentations The week of Monday, January 23rd, 2005 - Worth 10%
Purpose of the Presentation To provide you with a "presentation experience" To allow you to see how your project is progressing in relation to your classmates' projects To allow the project supervisors to learn about your project
Presentation Format A Microsoft PowerPoint Presentation 10 minutes long, with 2 extra minutes for questions All presentations will occur in Lab 303

Attendance at all presentations is mandatory
Presentation Content
Brief Description of Your Project
The work you have done so far
The work you still have to do
Technology Options
Potential Issues/Challenges
Brief Description of Your Project
Provide a description of the type of project you are doing
Talk about similar projects/technologies/products
Present "mock" screenshots and storyboards (use Alt+PrintScreen)
The work you have done so far
What have you accomplished to date?
What did you find difficult about the work so far?
What would you do differently if starting from scratch?
Are you happy with what you have done so far?
The work you still have to do
What are you doing right now?
What has still to be done?
How much (percentage) of your project is completed at this stage?
Is there anything that you should have started, but have yet to? Why?
Technology Options
What technologies does your project rely on?
What other technologies did you consider?
Why did you choose the technologies you are using?
Has your choice of technology led to any problems?
Potential Issues/Challenges
What is worrying you about what you still have to do?
Are there any significant technical challenges still to overcome?
Are you confident you will finish?
Some Presentation Do's
Speak Clearly
Talk to your audience
Rehearse Time Yourself
Some Presentation Do Not's
Grumble
Speed Read your presentation from cards/screen
Don't

Or this ...



Final Words

- Relax
- Take Your Time
- Remember: no one is out to get you ...

Questions?