



FINAL REPORT AND PRESENTATION

Your next assignment is to prepare a formal presentation of your results

System Proposal – formal presentations

Formal presentation – a special meeting used to sell new ideas and gain approval for new systems. They may also be used for any of these purposes:

- Sell new system
- Sell new ideas
- Head off criticism
- Address concerns
- Verify conclusions
- Clarify facts
- Report progress

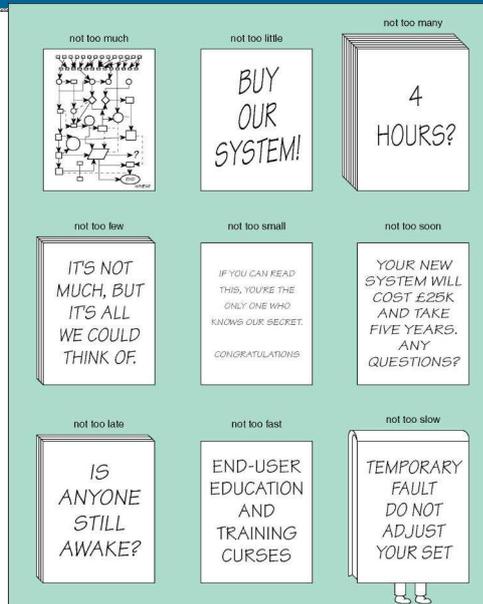
Formats for Written Reports

Factual Format	Administrative Format
I. Introduction	I. Introduction
II. Methods and procedures	II. Conclusions and recommendations
III. Facts and details	III. Summary and discussion of facts and details
IV. Discussion and analysis of facts and details	IV. Methods and procedures
V. Recommendations	V. Final conclusion
VI. Conclusion	VI. Appendixes with facts and details
Traditional and best suited to readers who are interested in facts and details as well as conclusions.	Modern, result-oriented format preferred by managers and executives

Typical Outline and Time Allocation for an Oral Presentation

- I. Introduction (one-sixth of total time available)**
 - A. Problem statement
 - B. Work completed to date
- II. Part of the presentation (two-thirds of total time available)**
 - A. Summary of existing problems and limitations
 - B. Summary description of the proposed system
 - C. Feasibility analysis
 - D. Proposed schedule to complete project
- III. Questions and concerns from the audience (time here is not to be included in the time allotted for presentation and conclusion; it is determined by those asking the questions and voicing their concerns)**
- IV. Conclusion (one-sixth of total time available)**
 - A. Summary of proposal
 - B. Call to action (request for whatever authority you require to continue systems development)

Guidelines for Visual Aids



Source: Copyright Keith London

Assignment

- **Prepare final presentation from the position of a system provider (to persuade the client)**
- **Focus on challenges and your approach to solve them.**
 - Prepare BACK UP slides with details to each step, which do not fit into the standard time to support questionable topics (total overview, rest of the description)
- **Time 15 minutes!**
 - + 5 minutes questions
 - you must know your project but also methodology
 - PART I 5 minutes
 - PART II 10 minutes

What should be presented (PART II)?

1. **Current situation versus target solution (Where are we and where we want to get)**
2. **Introduction (terminology, major subsystems, principle, constrains, ...)**
3. **Major customer requirements and expectations (process, structure, selected major req.)**
4. **Functionality of the system (overview (use cases), structure, description of major processes (activity diagrams))**
5. **Conclusions**
 - why your solution,
 - major features,
 - What would be next steps in your project

+ Your conclusion for the project (what was difficult, what was helpful)



Discussion

Presentation next time