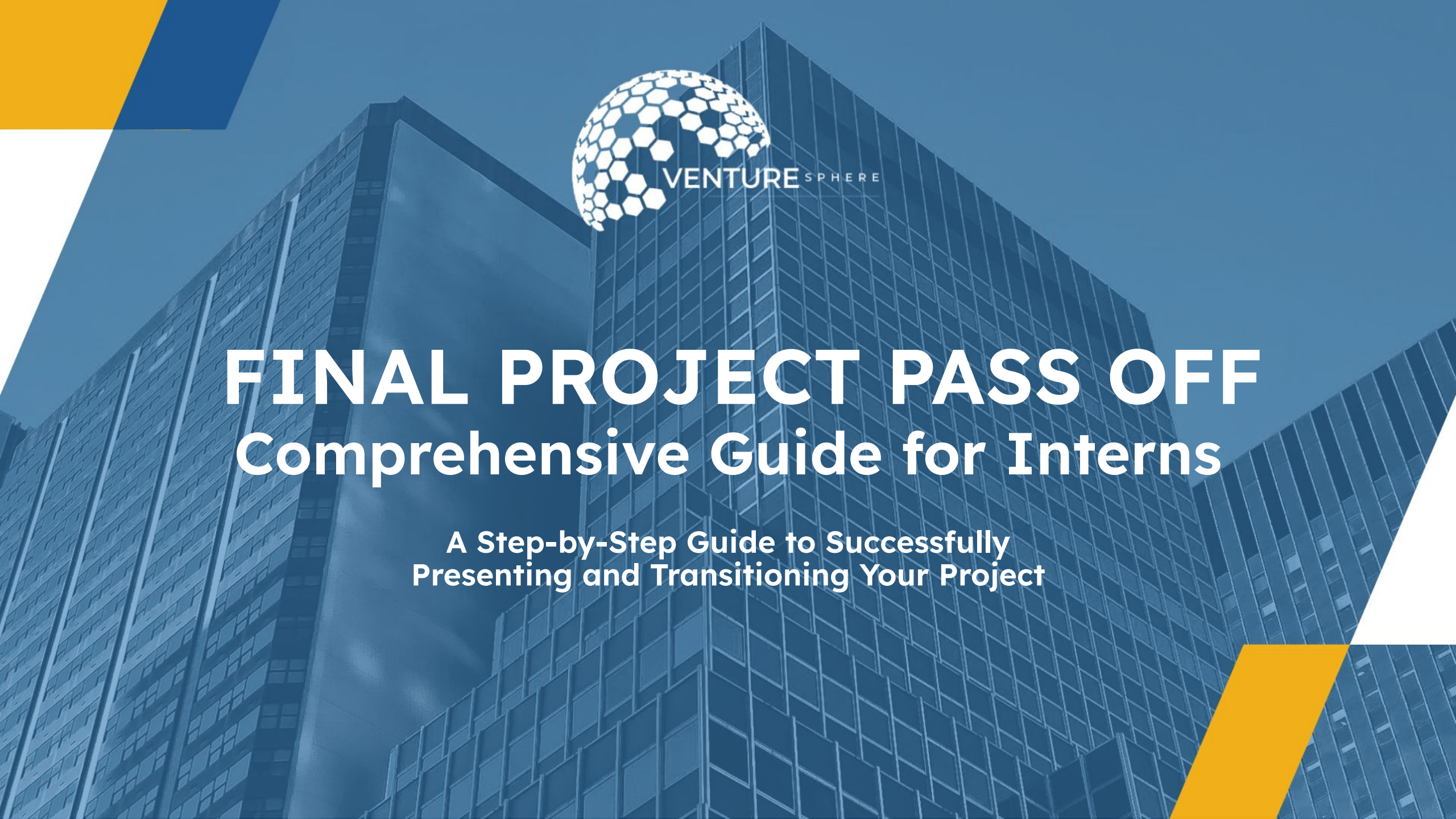


FINAL PROJECT PASS OFF
Comprehensive Guide for Interns

A Step-by-Step Guide to Successfully Presenting and Transitioning Your Project

Your final project pass off is coming up!

- You will be presenting your work and project to your companies at the end of your internship.
- The **three** main goals of the project passoff are:

  1. **To pass off the project you've done back to the company**, so they know what has happened
  2. To **share your/ your group's experience with your manager and other interns** to learn from each other.
  3. To help you **internalize your own experiences** and to understand what you'll take from the internship for your next steps

  .

- This is a time to share where you have taken the project and how you would like it to be implemented by the company. Allowing you to add in your perspective or a "hot" take on the project's next steps.

- All groups will need to produce a slide deck with their designated roles and responsibilities.

- Remember to talk to your Manager about the project pass off in your next meeting - brainstorm the structure and evaluate some key points you might want to include!

Why Project Pass Offs Matter?

Communicate, communicate, communicate.

Follow this principle: **“Say you’re going to do something. Do something. Then say you did it.”**

Why do project pass offs matter in the workplace?

- Helps ensure the continuity of the project.
- Allows future teams to build on your work.
- Provides valuable feedback to the company.
- Demonstrates your ability to see a project through to completion.

Key Structure of a Successful Project Pass Off

You should aim for a very specific structure - **the goal is to ensure that your project pass off follows a narrative that makes sense.**

- Introduction
- **Situation**
  - Project Overview: Summarize the project, its **objectives**, and **outcomes**.
- **Task**
  - Roles & Responsibilities: Clarify **who** did what.
- **Action**
  - Project Documentation: Include all necessary **files, code, and documentation.**
- **Result + Next steps**/ how you would like to see the project implemented by the company.
- Personal Reflections + time for feedback and questions.

We will be diving deeper into these themes in the next couple of slides.

The STAR Interview Method

- This method has four parts: **Situation, Task, Action, and the Result.**
- The structure forces you to step back to give context - **What happened? Why does it matter?**
- Then it forces you to look at the outcomes and identify results - **using numbers helps emphasize your point.**

Reflect on your work so far on your project and impact on your assigned company

1. Take a few minutes to **think about and write down your S, T, A and R**!

2. For the Results slide, think about **what is the ideal outcome that you would like to have on your slide** by the time you finish your internship.

3. This can be the hardest part! **You may have to tell a story around a number of smaller things that you did.**

4. Ask the question: **what is the big theme? How does this fit into the purpose of the company?**

5. Hand in your slide deck **48 hours** before your final meeting to ensure your manager has had time to look over it and prepare feedback!

Here’s the example we’ll be using

Internship @ Startup X

Steve and Saloni

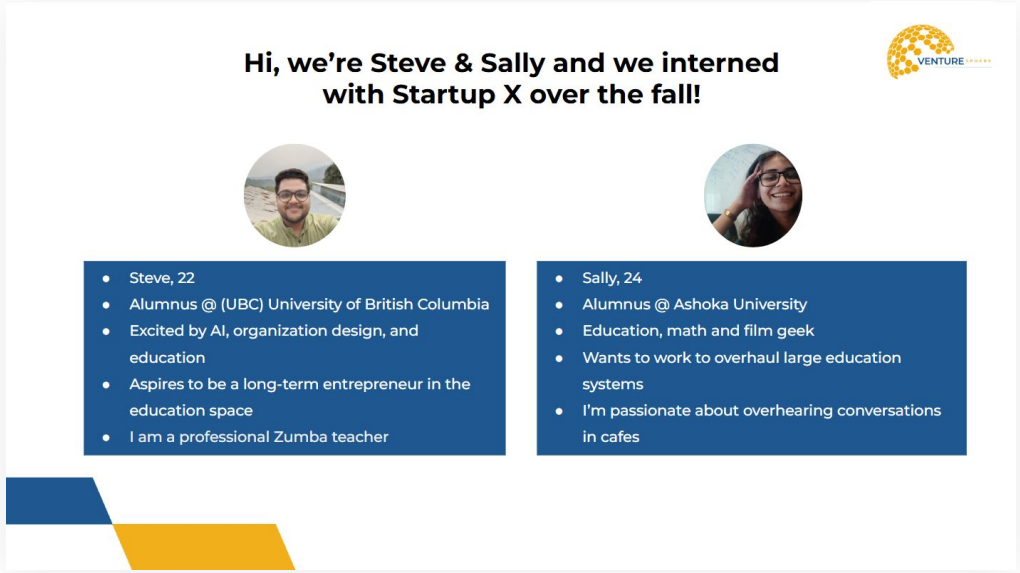
Marketing Interns @ Startup X

Hi, we're Steve & Sally and we interned with Startup X over the fall!

- Steve, 22
- Alumnus @ (UBC) University of British Columbia
- Excited by AI, organization design, and education
- Aspires to be a long-term entrepreneur in the education space
- I am a professional Zumba teacher

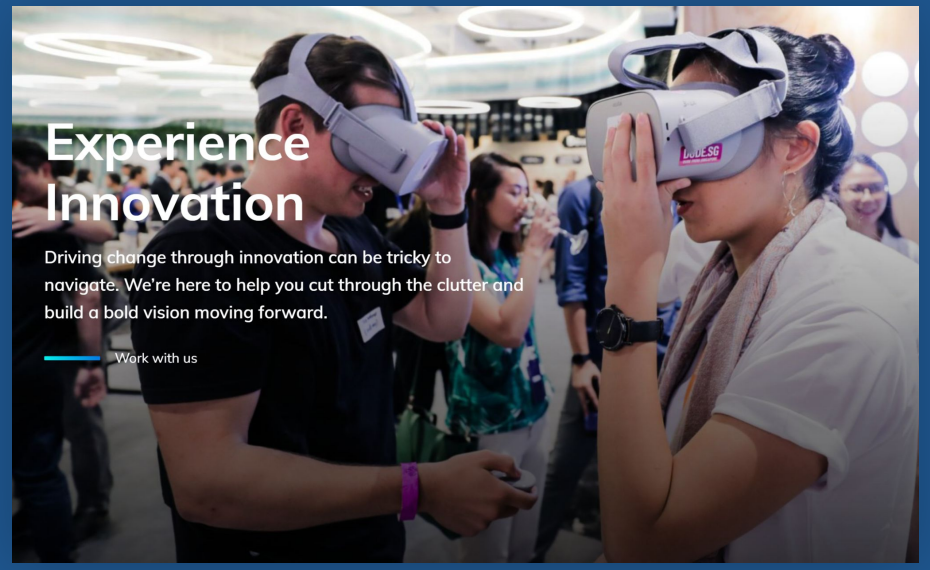
- Sally, 24
- Alumnus @ Ashoka University
- Education, math and film geek
- Wants to work to overhaul large education systems
- I'm passionate about overhearing conversations in cafes

Let’s look at what was done well in this slide



- **The first slide** is super important, it **helps the audience understand the context of the presentation.**
- **Include a bit about your group’s background** so that the audience understands the perspective with which you’re entering the internship.
- This is the first slide of your presentation so **make it engaging** with pictures and fun facts so that listeners have a reason to keep watching!

Startup X is at a crucial expansion stage and would like to ramp up sponsorship! (Situation)



- Startup X was founded in 2012 with a mission to maximize technology and innovation to shape organizations.
- Consulting firm that organizes hackathons and accelerators for startups.
- Has been organizing its flagship program, startup weekend global; end product - live pitching event with 50+ shortlisted participants.

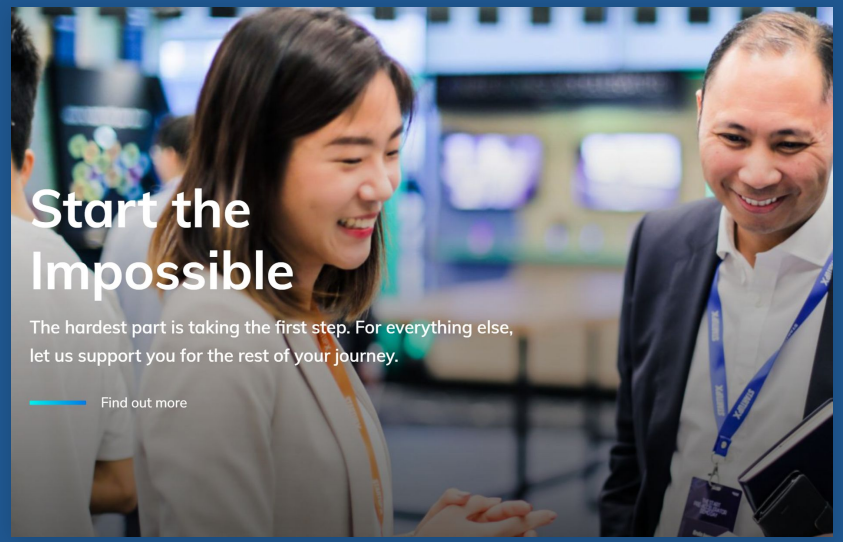
With this slide, you dive into the STAR structure!

- For this slide, **try taking a step back and looking at the context of the company**.

- Some of the details you could share in this slide:
  - the name of the company.
  - Its location.
  - when was it founded?
  - what is its mission?
  - where is it at in its developmental journey?

- If the company does many things, focus on the specific task that you worked on.

We were tasked with planning and boosting the Startup Weekend Global event (Task)



Event to empower aspiring entrepreneurs by providing professional guidance and investment.

Through this, Startup X can attract more sponsors who can drive its expansion and the development and growth of participating startups.

Our task was to help build a marketing campaign for the event, focussing on student population.

Here, you should be talking about the specific project you worked on!

- Give the audience some context to the project and what it aimed to achieve.
- After setting up the context, dive into your contributions - talk about the specific task that was assigned to you.
- If you worked on a number of tasks/projects during your internship take a step back and try to find the link between all those tasks.

As part of this, we built the event's marketing campaign (Action)

Executed marketing campaigns through email outreach, LinkedIn outreach, and content creation.

Sourced startups and partners for our programs using Apollo and Crunchbase.

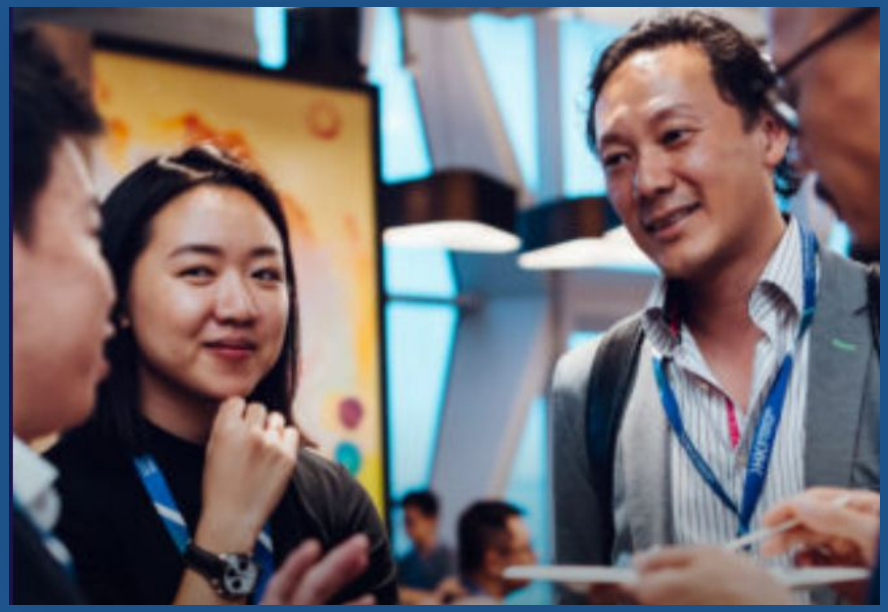
Created Notion dashboard pages to inform participants and partners about their roles and responsibilities in the event.

Designed corporate decks for publicity.

In this slide, go into the details about what you worked on.

- The question you should aim to answer in this slide is - **what took up your time in the past 8 weeks?**
- Notice that **every statement on this slide starts with a verb because they are all ACTION statements!**
- **Good idea to attach screenshots of your code/sample output!**

Startup Weekend Global was a success! (Result)



- Weekend Global had more than 1700 participants joining the event.
- The grand finale was a live online pitching session, showcased with over 50 shortlisted participants.
- 1000+ viewers watched grand finale live across 15 countries.

We made sure to thoroughly discuss the results and what we achieved!

- Something that this slide does really well is not just presenting but **quantifying the results**.
- Quantifying results **helps people know that what you did meant something**.
- **Supporting your statements with numbers** helps make your contribution stand out to the viewer.

Looking Ahead and Next steps!

Next Steps:

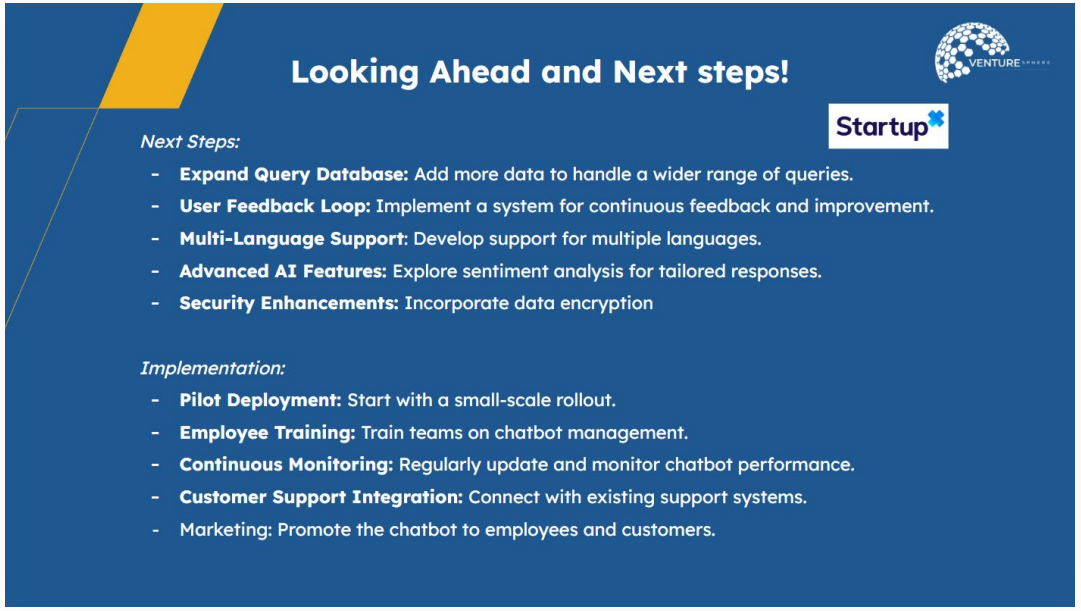
- **Expand Query Database:** Add more data to handle a wider range of queries.
- **User Feedback Loop:** Implement a system for continuous feedback and improvement.
- **Multi-Language Support**: Develop support for multiple languages.
- **Advanced AI Features:** Explore sentiment analysis for tailored responses.
- **Security Enhancements:** Incorporate data encryption

Implementation:

- **Pilot Deployment:** Start with a small-scale rollout.
- **Employee Training:** Train teams on chatbot management.
- **Continuous Monitoring:** Regularly update and monitor chatbot performance.
- **Customer Support Integration:** Connect with existing support systems.
- Marketing: Promote the chatbot to employees and customers.

The Hand Over - Next Steps!

These slides should include and not be limited to:



- Make sure to include the **current Content** of your project and it's potential **next steps** especially parts that may lack detail.

- **Suggesting change** to the project allows your to show your **reflections** on **shortcoming** while providing potential **solutions:**
  - Break down each **next step** with a clear explanation of **why it's important**.
  - You could add **timelines** or **priority levels** for each step to guide future teams.

Reflections

- *Learnt about the startup ecosystem in Southeast Asia and the nuances of customer support.*
- *Built out a knowledge of python libraries and creating components for a dynamic website; also developed a “getting things done” mindset.*
- *Enjoyed working with my manager Kevin - loved hearing about their experiences in the field*
- *Wanted to get my hands dirty with the startups - hope to do a business internship next time!*

In the last slide, you should talk about what you'll take forward from the experience!

Make sure you make time for questions and feedback from your managers!

- Insights

  - Share **key insights**, **lessons learned** throughout the project and **main takeaways.**
- **Best Practices**
  - Highlight any **best practices** or **processes** that were particularly effective.
- Open up the floor for Q&A + Feedback from your managers.

Some tips! (1/2)

- **Use Visual Aids:** Incorporate visuals like graphs, diagrams, images, and infographics to make your presentation more engaging and easier to understand.

- **Assume No Background Knowledge:** When preparing your project pass off, assume your audience has no prior knowledge about your internship or the work you did. Explain any technical terms or industry jargon.

- **Don't Read from Slides:** Slides should support your speech, not be the speech. Use them to highlight key points.

Some tips! (2/2)

- **Keep it Simple and Clear**: Avoid cluttering your slides with too much information. Stick to a few key points per slide and use bullet points or short sentences.

- **Main Ideas as Slide Titles:** The titles of the 6 slides should not include the words Situation, Task, Action and Result. Instead, you should try to distill the message of the slide and make it the title.

- **Practice, Practice and Practice:** Give yourself enough time to put the slides together and go through your project step by step to ensure that you're well engaged with all aspects of the project.

VENTURE SPHERE
Excited to see your project pass-offs!