

Deliverable for Part 5 – Validation Meeting (5%)

Background: The CEO and CTO of the Montreal Central Station Development Company (MCSD) are inviting several consulting companies to present their recommendations for improvement of customer experience at the Montreal train station and convince them of the merits of their recommendations.

Deliverable: The deliverable for Part 5 is a presentation to be given on **Friday, November 30th, 2018, Monday, December 3rd, 2018, or Tuesday, December 4th, 2018**. You are required to hand in the presentation via myCourses by **Thursday, November 29th, 2018, 23:30**. You are also required to sign up for a validation meeting time slot by **Thursday, November 15th, 2018, at 23:30**.

Member Contributions: Each team member must contribute to each project deliverable. A team member who does not contribute to a project deliverable receives a mark of 0 (zero) for that deliverable. A team member may optionally email a confidential statement of work to the instructor **before the due date** of the project deliverable. A statement of work lists in point form how team members contributed to the project deliverables. In addition, the statement of work also describes whether the workload was distributed fairly evenly among the team members. A statement of work may be used to adjust the mark of a team member who is not contributing sufficiently to the project deliverable. It is not necessary to email a statement of work, if a team distributed the work for the project deliverable fairly evenly and each team member contributed sufficiently.

1 Validation Meeting Time Slots

The time slots for the validation meeting are available in the “Validation Meeting” topic of the Project discussion forum in myCourses. Your team is required to select one time slot by replying to the post. Time slots are assigned on a first-come-first-serve basis. The instructor must approve your selection.

2 Validation Meeting

All team members must be present for the validation meeting with the CEO and CTO. See the course outline for a description of the penalties for not attending the validation meeting. However, not all team members are required to talk during the validation meeting. This is up to your team to decide. An interview time slot is 35 minutes, but five minutes of the time slot are used to change from one team to the next. Therefore, plan for a 30-minute meeting.

3 Presentation

Your presentation at the validation meeting should be about 30 minutes long including Q/A throughout the presentation. You should budget about 10 minutes for Q/A in total. The presentation must address the following points:

- A short summary of the work done (i.e., what has led you to your recommendation)
- A brief high-level description of your recommendation
- An analysis of why your recommendation will improve customer experience at the Montreal train station
- More details on your recommendation (there may not be enough time to go through all your details, but you should be prepared to provide details in response to a question)

Clearly state the course name and number, term, group number, optionally the name of your consulting company, and team members on the first slide of your presentation. The presentation will be evaluated

based on the quality of your recommendation and its analysis, the timeliness of your presentation, your presentation style, how well you communicate the key aspects of your recommendation to the audience, and the quality of the presentation slides.

Submission

Your team is required to hand in a single ***ppt(x) or pdf file*** in myCourses. If you are using an application other than MSPowerpoint for your presentation, convert your presentation first to either a PDF file or a PPT(X) file.

Marking Scheme

<i>Deliverable for Part 5 of Project</i>	<i>Marks</i>
Quality of recommendation	30
Quality of analysis	30
Timeliness	10
Presentation style	10
Communication	10
Quality of presentation slides	10
Total Marks:	100
The total mark may be adjusted based on the actual contributions of a team member to the deliverable.	