OPIM5270: Guidelines for the **final team presentation** on your selected topic

1. You will need to **apply** all of the concepts, techniques, and tools from the course to project manage your own team toward successful completion of your team presentation at the end of the semester. For example, you must use the course materials to:

* plan your tasks (i.e., research, analysis, conclusions, recommendations, final presentation)
* construct your work schedule for the semester
* prepare a budget for the team
* evaluate and manage the risks facing your team, etc.

A table at the bottom of this document displays what you will be graded on. And remember: This entire class is a project, you are part of a project team, you will periodically serve as the team project manager, and you have a final deliverable for the semester – i.e., your presentation on the topic that your team selected.

1. At the same time, think of yourselves as external PM consultants for the target organization, and as consultants you will use the concepts, techniques, and tools from the class to **evaluate** the following:

* What PM practices did the organization follow and how did it affect their success?​
* What PM practices did they not follow and how did that lead to failure?​

The analysis and recommendations that you complete will be part of your final presentation.

1. What this means is that for each step of the project life cycle (PLC) to be covered in class, you need to decide which of the above two perspectives must be addressed – i.e., your team, the target topic, or both.  For example:

* The **Initiation** stage of the PLC logically pertains only to your team and how it prepares to create the final course presentation – i.e., hold your 1st team meeting, read the team topics, choose a topic, draft a charter, apply the techniques of persuasion, etc.
* The **Plan & Analyze** stage of the PLC would pertain to both your team and your topic:
  1. For your team, the tasks in this stage include how the **team** will conduct the research, analysis, conclusions, and recommendations needed for the final presentation. This will be reflected in the project plan that you develop, which will include the critical path for your work.
  2. For the topic, your tasks in this stage assess whether the **organization** that you are analyzing (e.g., FBI, Denver Baggage, etc.) conducted any planning and analysis before they launched the project:  Was it good, was it not done at all, etc.  This analysis comes from the research that you perform as part of your team’s activities in the Plan and Analyze stage.
  3. This same approach applies to all phases of the PLC.   In some cases such as that just described above, certain stages of the project plan will pertain to both your team (internal) and your topic (external); others may pertain only to the topic or only to your team.  You decide which makes sense.

As a simple example, if this were a carpentry course and I asked you to use what you learn in class to both build a team birdhouse and also to evaluate the birdhouse built by another team, you would use the tools, techniques, and practices from the course both to build your own team house and to determine how well the other team built their house.  So, each step of the way you would ask whether your team is using good carpentry procedures and whether the other team is using good carpentry procedures.  In essence, you are both applying the course content to yourselves (internal) as well as using it to analyze whether the other team was applying good carpentry (external).  If you substitute “project management” for “carpentry” in this scenario, you will understand the goal of your final presentation.

1. You are expected to **research** your selected topic to the extent that your team fully understands the business problem and the best solution. If you do not find the information you need via the Internet, you must go to the library, where the University has professional research databases that they pay for you to use.  Working with a librarian is a good start
2. Each team member presents for an **equal amount of time**; total for each team is 20 min.  So be sure to practice!
3. PowerPoint presentations may include hyperlinks to other documents (e.g., Excel, Word, etc.) for quick display, but remember that your time is limited. So **test beforehand** – no technical excuses if something doesn’t work for you during the presentation!
4. **Everything** covered in the course should be considered for inclusion – i.e., problem analysis techniques, application of assigned readings, project management recommendations, tools and techniques (e.g., charter, WBS, Gantt, budget reports, status reports, risk log, Ishikawa diagram, meeting agendas and minutes, etc.). Below is a copy of the grading key that I will use as a guide during your final presentations.

**Your goal is to demonstrate how each team member understands and knows how to apply the concepts, techniques, and tools of project management that were presented in the course.**

We will revisit these guidelines later in the course once we cover more material.

