<u>Proposal Presentation Guidelines</u>

❖ Presentations will conduct during the ITP slots

❖ Each group will be allocated 40 minutes of total time for the presentation.
   - PowerPoint Presentation – 20 minutes
   - Q&A – 20 minutes

❖ **Presentation Contents:**
   - Introduction
     - Company or client/ background
     - Problem statement and difficulties they face
     - Solution to the above problem,
     - Benefits of the proposed solution
   - System overview diagram
   - Functions of the project (in detail)
   - Tools and Technologies
   - Work distribution among members (Tabular format)
   - Project management plan

❖ All the members of the group **<u>MUST</u>** participate for the presentation and absent members will not assign any marks.

❖ All the members should be aware of the business process and have a good overall understanding about the entire project in depth and the function assigned.

❖ All the groups should be available 10 minutes before the scheduled time

❖ All students should present within the allocated time. Preparation and practice is essential

❖ All members should wear decent attire during the presentation.

❖ Evaluation criteria of project proposal
- o Problem identification
- o Overall understanding of the project
- o Understanding on expected outcomes
- o Understanding of individual functions
- o Quality and depth of content
- o Project management plan
- o Communication skills