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| INB201 Scalable System Development |
| *Final Project Demonstration (Assessed)*  Held: Tuesday 3rd June 2014 (Week 14) – See inside Blackboard’s Assessment folder for your team’s scheduled time & room. |

**Overview**

The Final Project Demonstration is different to the sprint meetings. The panel of staff members marking your system will be looking for how well it meets the criteria listed in the first six sections of the **Marking Criteria** document, and in the last section. I.e. the first six sections up to and including “Hospital Administrators: Querying and Reporting of Data”, and the last section “Presentation of the Final Project”.

As stated in the **Project Description** document, “Your system must be functional and demonstrable to the hospital stakeholders at the end of the semester.” While you will be demonstrating your system to members of staff rather than hospital stakeholders, the same idea still applies. You should approach this demonstration as though you were presenting to stakeholders in the real-world.

To that end, all team members should be present at your team’s demo. While there is no need for everyone to be involved in giving the actual demo – it can given by a single person if your team prefers – everyone should be present to answer any questions that the staff members may have.

Further, you must plan your demo so that it does not depend on any team member in a critical way. Your demo must go ahead even if one or more of the team members is unable to attend at the last minute due to illness, an accident, etc. In other words, do not ask for your team’s demo to be rescheduled for such reasons.

Just wear your normal university clothes to your Final Project Demo. We're not expecting people to wear suits, formal dresses, etc.

**Overall Aspects of Assessment**

See the Marking Criteria document for information on how your Final Project will be assessed. Both the demo and the final documentation (submitted later) are important parts of this assessment.

Note that part of the last page of Marking Criteria document says “Failure to give a presentation will result in a loss of at least half of the marks for your Final Project. I.e. at least 25% out of the 50% weighting.” This applies to your team as a whole, rather than meaning that each person has to give a presentation.

The demo is primarily an assessment of the functionality of your Final Project. Unlike the sprint meetings, individual contributions are not assessed during the demo. I.e. individual marks are not determined at this stage. So there is no point in wasting time saying that “Jo did this bit, Mary did that bit, etc.” Such information is to be provided in the “Statement of Contribution” section of the final documentation.

The demo is only part of evaluating your Final Project, and only part of the process of determining each team member’s marks for their contribution to developing that system. Consequently, marks will not be given to team members during, or at the end of, the demo.

**Arriving**

*You should arrive at least five minutes before the start of your scheduled time. You may enter the room during the preceding team’s demo (if any), but do so quietly. If you arrive any earlier than that, then please wait outside.*

*Do not arrive late. Do not wait to be invited into the room. If your team is not present at the start of your scheduled time, your team may be recorded as “no presentation”.*

Make sure that your team has access to *more than one copy* of any materials that you are planning to bring to the demo. Being unable to give a proper demo because of a lost USB device, stolen notebook, etc., will not be viewed favourably.

**Giving your Demo**

As in a real-life demo, you are expected to give a *live demo of your working system*, rather than a set of slides, such as a PowerPoint presentation. But if you really want to show some slides, please limit them to a small number (1 to 3), so that you can spend most of your time on the actual demo.

Make sure that you are able to show your system’s functionality to the staff panel. Doing so in the same order as first six sections of the Marking Criteria document will help the panel to mark you.

There is a 20-minute allocated timeslot for each team. Of these 20 minutes, approximately 15 minutes is intended for your team to do the actual demonstration, and 5 minutes for answering any questions that the staff members may have. However, staff may ask questions during your demo, or at the end, or both.

15 minutes isn’t very long. Don’t waste it by starting with a long speech. Try to start showing your live demo within a minute or two.

If you exceed your 20-minute allocated timeslot, *the panel may terminate your demo*, even if it is incomplete. If you waste time at the start of your timeslot, or arrive late, you will not be given extra time. This is to avoid adversely impacting the timing of all the teams whose demos follow yours.

In principle, the 20-minute timeslot includes any time that you may need for setting up your demo. In practice, if the preceding team has finished their live demo and is just answering questions, they may allow you to do some setting-up during that time. (If your team is the first one scheduled in a block of demos, you may set-up a few minutes before your official start time.)

If your demo requires a network connection to the outside world, you should open a web-browser window for some well-known external site (e.g. Google), while setting up your demo. This is to ensure that your connection remains open during your demo. Otherwise, you may find that it works for a while & then stops. This can happen when the preceding team’s connection is automatically closed a few minutes after they closed their last browser window.

Although a live demo is strongly preferred, you must have a Plan B – i.e. a secondary plan – in case your plan to give a live demo fails for reasons outside of your control, e.g. because of network problems. Being able to show a video of your working system is a good Plan B – not as good as an actual working system, but much better than waving your hands in the air.

Note that only showing PowerPoint slides is a very poor Plan B, and may be taken as an indication that your system doesn’t actually work. If you were invited to see a demonstration of someone’s software and then there were only slides, what would you think?

If you bring your own notebook computer and have trouble connecting it to the room’s video projector, your staff member may be able to assist.

**Leaving**

When there are no more questions for your team, you are free to leave quietly.