Integrated Projects – Mid-Term Update Presentation Suggested Structure

Introduction/Cover Slide

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Agenda

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Business Issue (Background)

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Goals of Project

↓

Planned Approach/Steps to be Followed

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Steps Taken To-Date (with Details & Any Results)

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Steps Remaining to be Taken (Next Steps)

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Questions

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Appendices

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Footnotes/Bibliography (Sources)
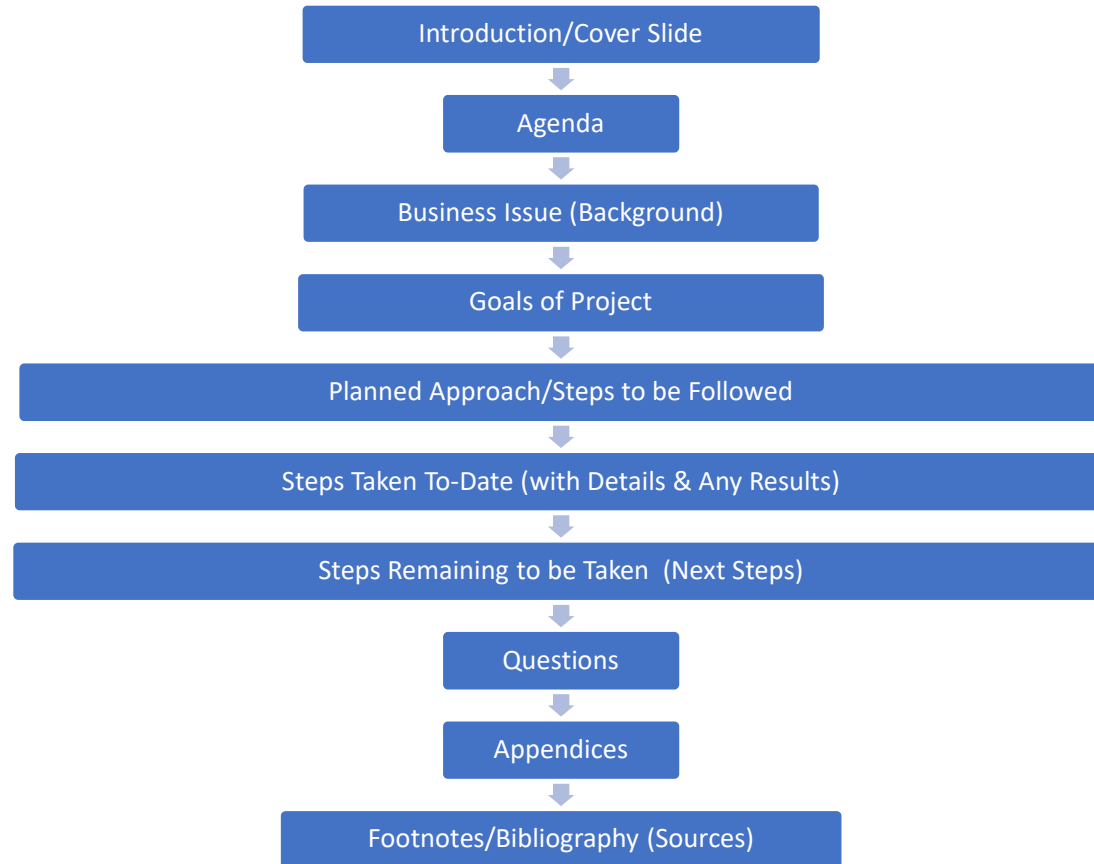
In Advance
- Understand that the goal is to <u>tell your story</u>
- Slides are NOT the presentation – slides <u>facilitate</u> the presentation
- Number the slides
- Color palette
- Anticipate questions in setting up slides and planning talking points
- Quality Control
  - Spelling/Grammar
- Allocate the material (who does what?)
- Handoffs
- Rehearse – Talking points, Handoffs, Time, Questions, Feedback

Using the Discussion Guide
- Slides are NOT the presentation – slides <u>facilitate</u> the presentation
- Begin with one introducing all
- How will you take questions?
- Let the slides guide you
- Describing charts and graphs
  - Start broad – what am I looking at?
  - Go into details
- Use of the Appendix
- Notes/Sources/Bibliography – Required for academic presentation