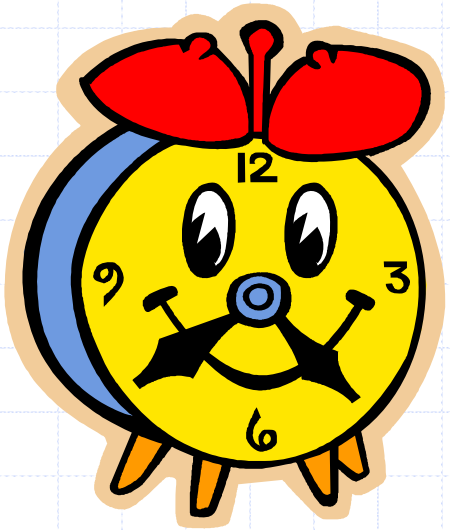
Presentations, Project Status Reporting, and Design Reviews

CS4911

Agenda

- Mid-Term Presentations (see webpage)
- Presentation Guidelines
- Sample Contents
- Process Comments
- Final Presentations
- Design Reviews
- Test Plan



Guidelines

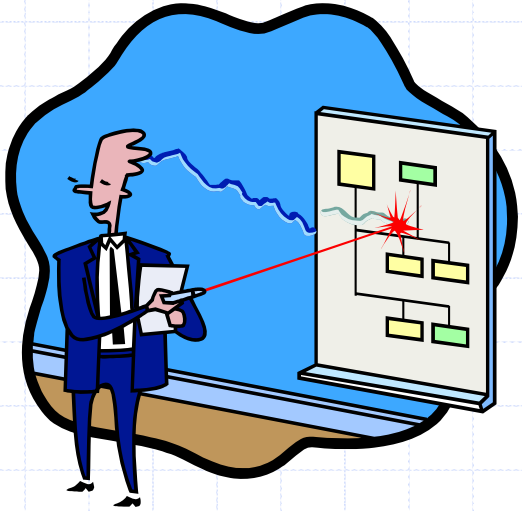
- Each team has 15-20 minutes for midterm (Sprint 1), 30 mins for Sprint 2 demo/design review, 30-35 minutes for final presentations
- Principle purpose of midterm is project description, design alternatives and status, and Sprint 1 demo.
- Principle purpose of Sprint 2 demo is the demo and a design review
- Principle purpose of final is project (Sprint 3) demo, results, and conclusions (lessons learned)
- Each team member must present at least once at midterm or final presentation
- Attendance at presentations mandatory, miss yours (unexcused) 1 letter grade (off final grade), miss others -5 pts per miss (off presentation grade)

Presentations

- Present Positive Image
- Know your audience
- Develop and follow a theme (no staple together)
- Open – Body - Conclusion
- Careful with humor
- Watch mannerisms, posture
- Test your AV gear

Presentations (cont'd)

- Normally given by PM with support, but…
- Backup slides (Anticipate Questions)
- **Rehearse** – Stay within time limits
- Leave room for questions
- Be honest
- Never read slides
- Eye contact



Slides

- Legibility
- Images (relevant)
- Avoid RANSOM notes
- Avoid mixed metaphors
- Check details
  - Correct Spelling
  - Relevant/Correct Images
  - Correct Charts

OR

- **The 10/20/30 rule**
  - No more than 10 slides
  - No more than 20 minutes
  - No less than 30 pt fonts.

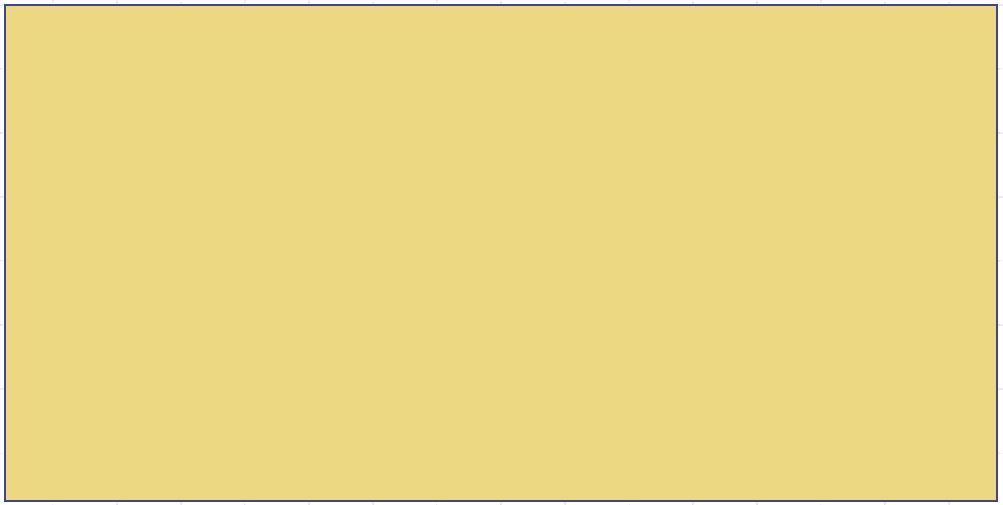
Midterm Presentation Content (Status and Design)

- Introduction of team
  - Team name, customer, faculty advisor, team members, their roles
- Product to be delivered (Vision)
  - Customer background, product context, tangible product to be developed
  - Overview of requirements
- Design Alternatives, Design Selected, Rationale (Solution Approach)
- Project plan (backlogs/burndown)
  - Project Backlog / burndown
  - Iteration 1 Backlog / burndown
- Status (Backlogs/burndown)
- Sprint 1 Demo (Demo)

A Status Report shows:

- Overview of project
- Planned vs. work to go (Burn Down Charts)
- Other Relevant Metrics
- Major Milestones Met or Missed (Burndown)
- Issues
- “Show Stoppers”
- It is NOT a “what I did on my summer project” save that for the final presentation!

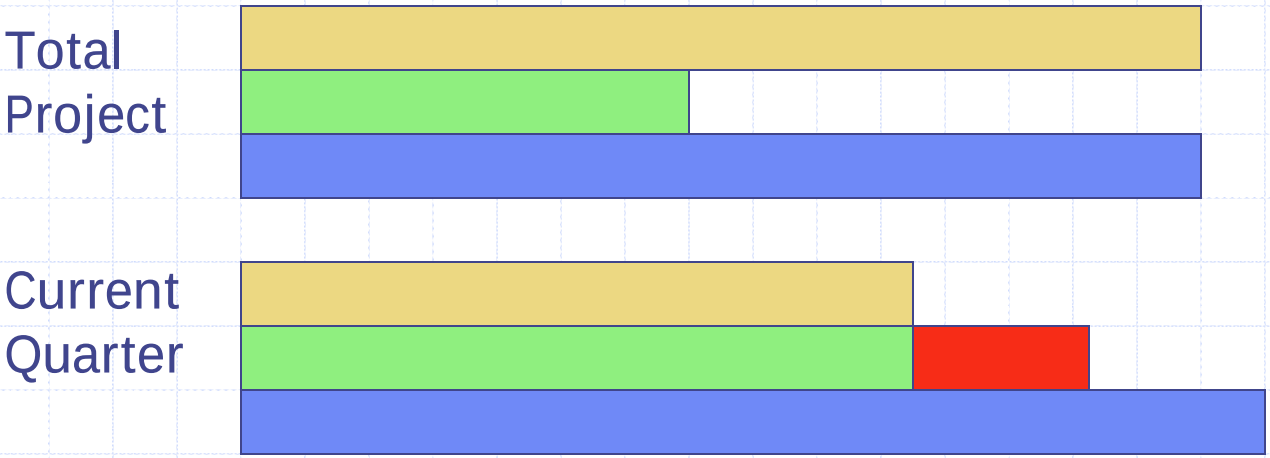
The Project Manager's Cube



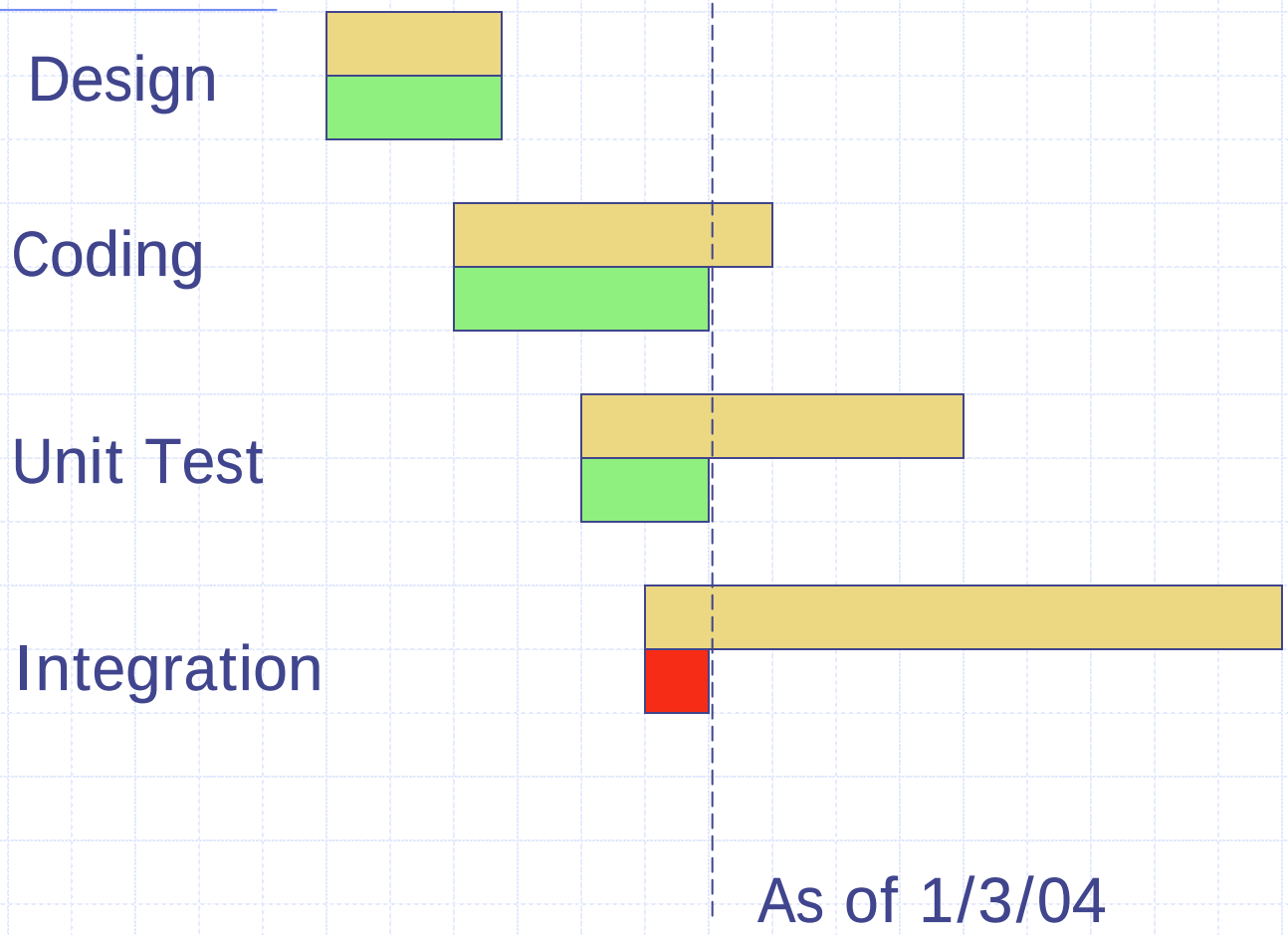
Schedule (Total)

.02 to .03 Development
As of 1/15/2004

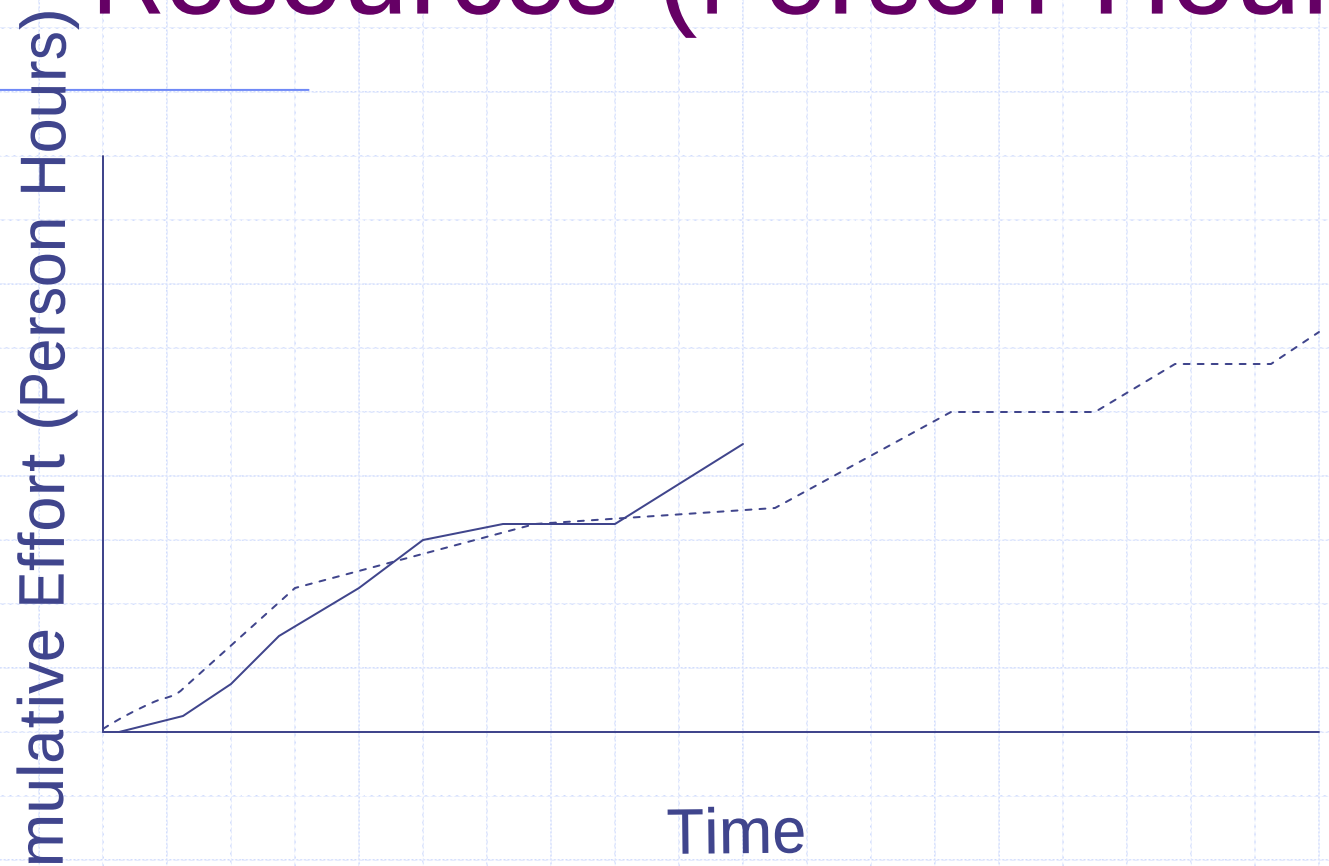
- Planned
- Actual
- Projected



Schedule (By Major Activity)



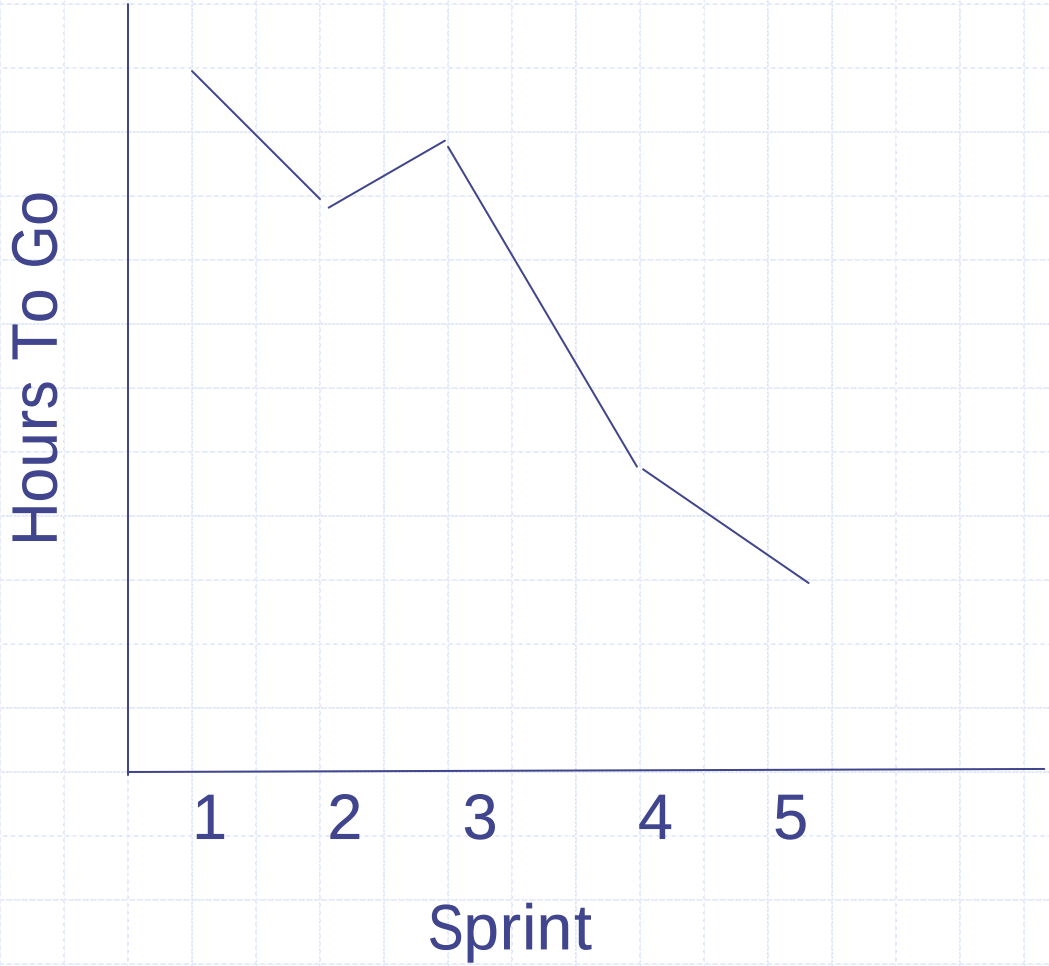
Resources (Person-Hours)



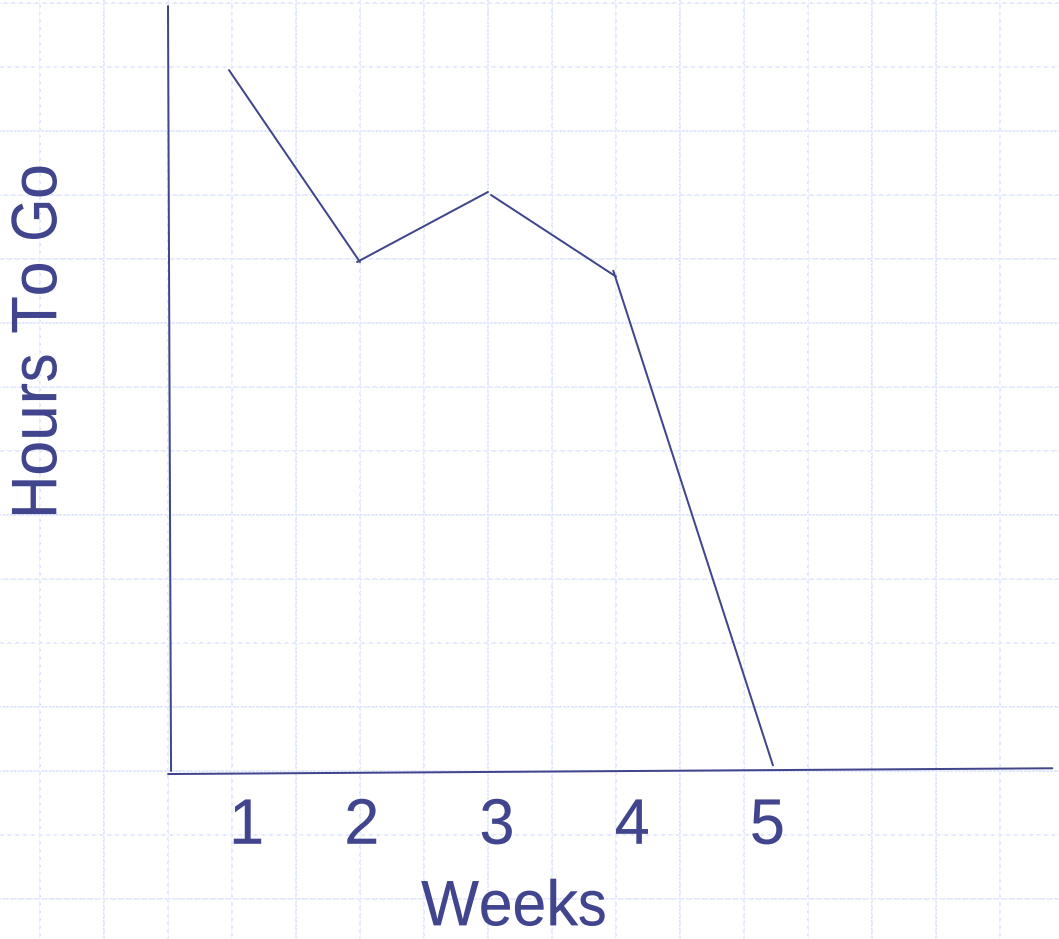
Total Project
Quarter

Projected
Actual

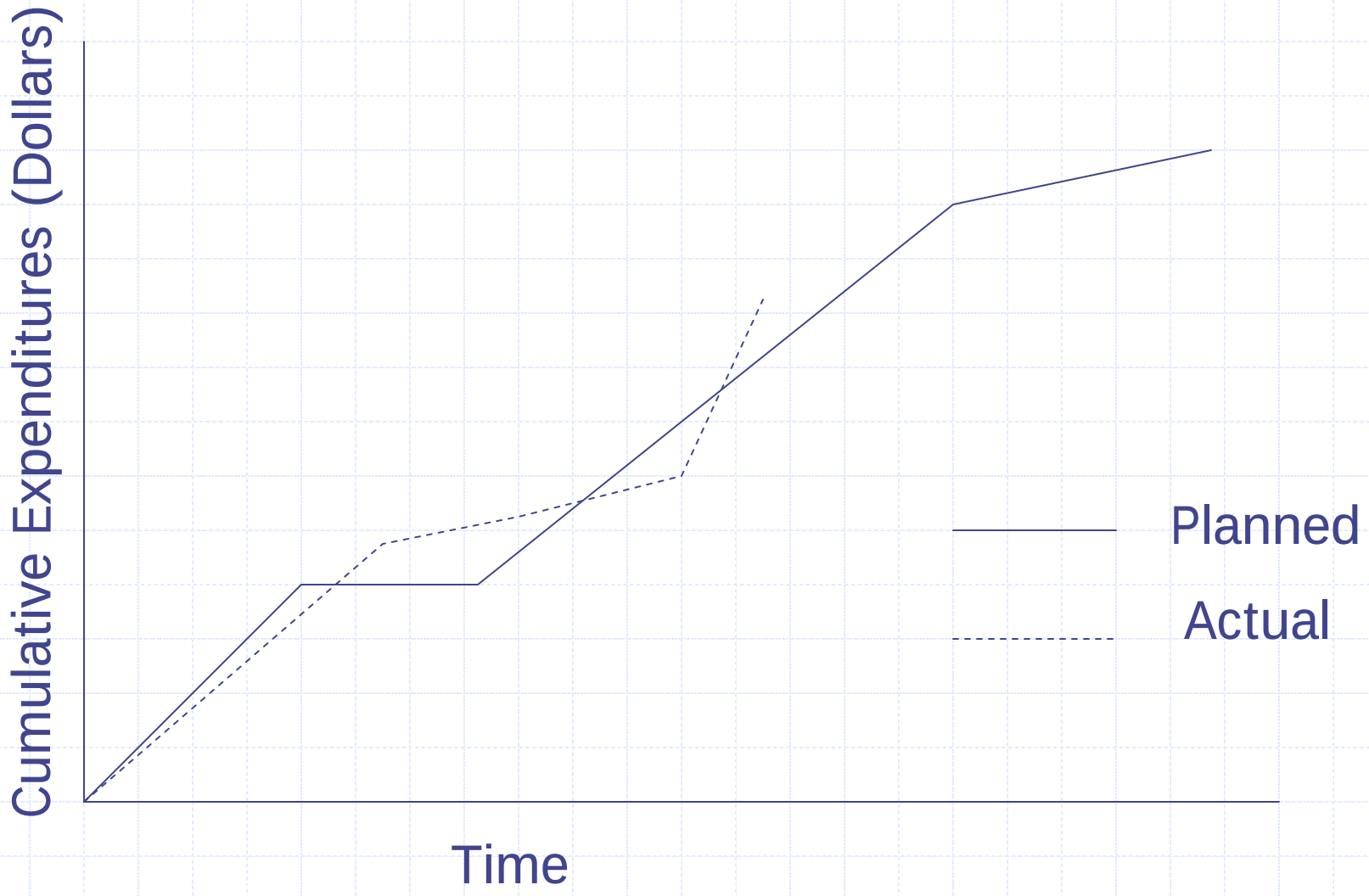
Product Burndown charts



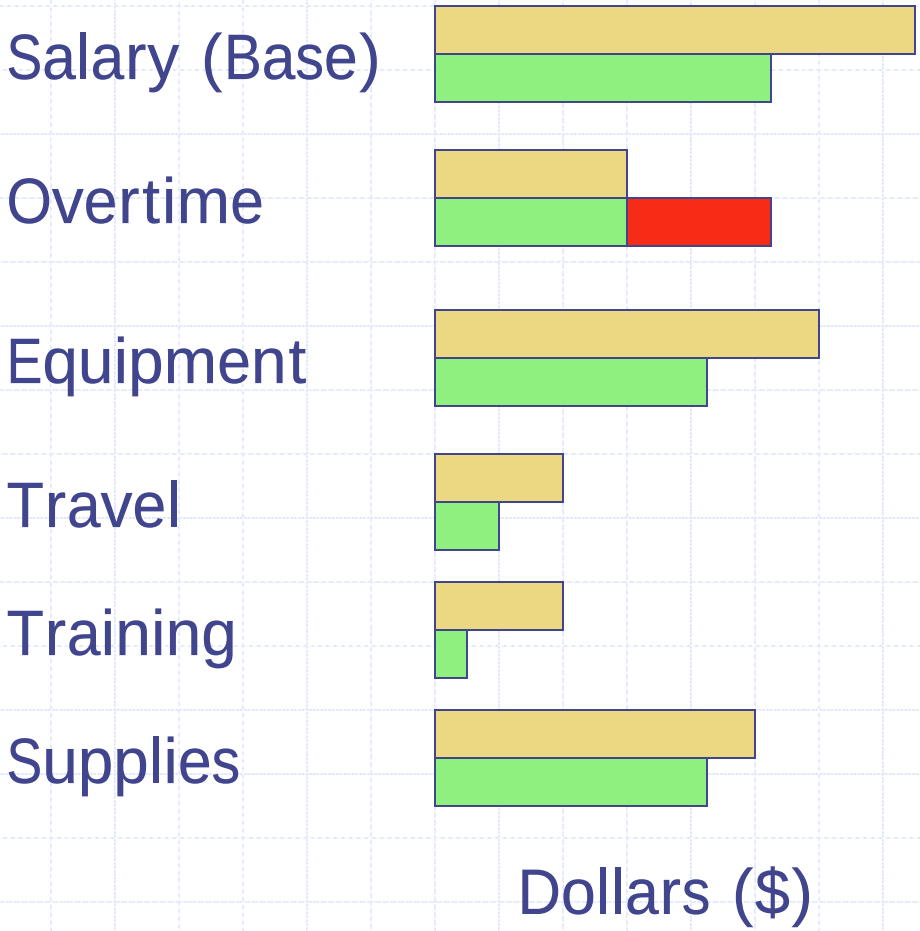
Sprint Burndown Charts



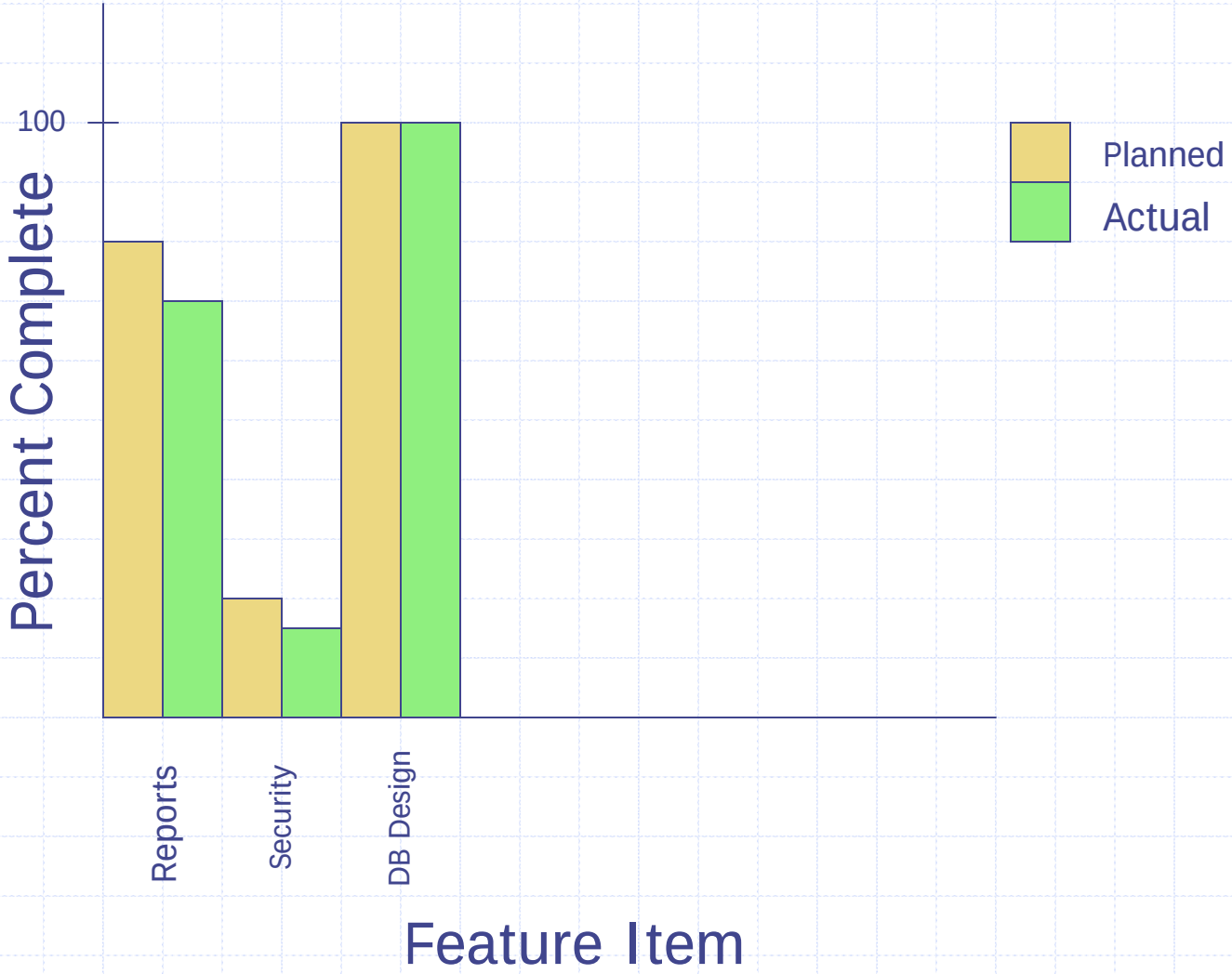
Resources (Expenditures)



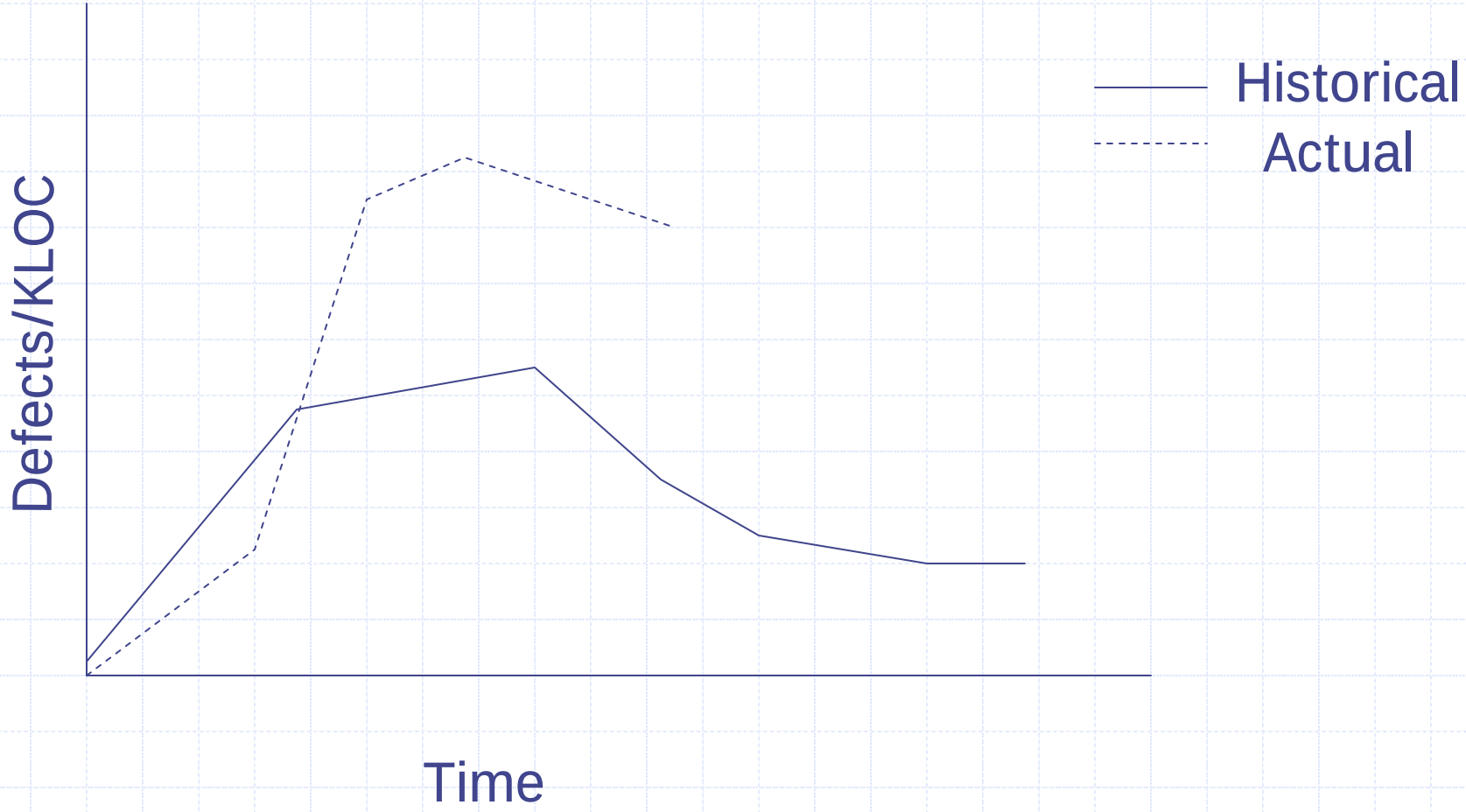
Expenditure by Category



Features


100
Percent Complete
Reports
Security
DB Design
Feature Item
Planned
Actual

Defect Rate



Issues

- Excessive Overtime Rate
- Design Element 1.3 Modification
- Expansion of Requirements by 25%

These should be things that are affecting your project: $, time, hours

Showstoppers

- Issue: Main Development Server Hardware failure
- Action: RAID Controller on order, expected delivery 2/12/07
- Impact: DB Coding stopped for 2 weeks, Work shifted to v2 design

Final Presentation Content (Design and Product)

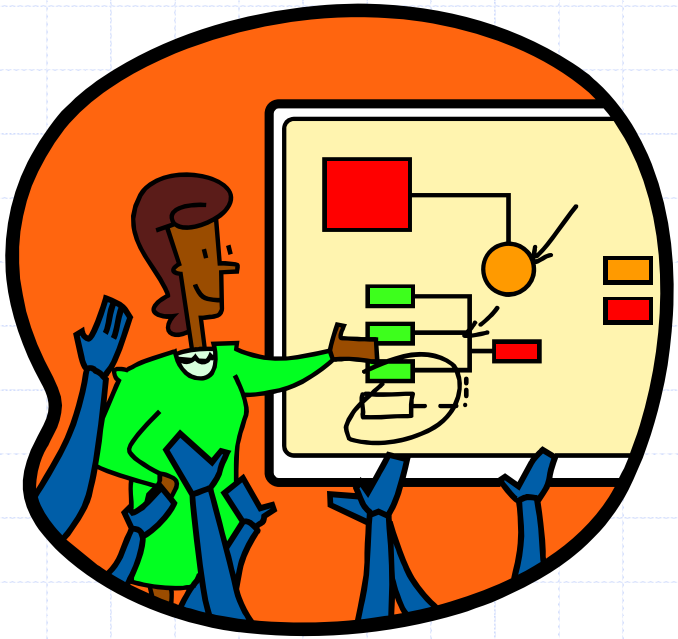
- Introduction of team
  - Team name, customer, faculty advisor, team members, their roles
- Product to be delivered (Introduction)
  - Customer background, product context, tangible product to be developed, main design question(s)
  - Overview of requirements
- Burndown and Backlogs (Final Burndown)
- Product actually delivered (Product Quality Eval)
  - Differences from plan; reasons; design resolution
  - Missing Functions, test plan results
- Process strengths and weaknesses (Lesson Learned)
- Final Design (Final Architecture and Design)
- Demo (Sprint 3)

Demo at your Final Presentation

- Your final presentation should include a demo of your product executing
- Script it
  - Know exactly what you are going to show; practice demo
- Have canned data available (not actual proprietary/personal data)
- Don’t let demo be first time you try a feature
- Be sure your demo runs in the presentation environment

Presentation Conclusions

- Plan Presentation Sequence
- Practice (maybe in front of mirror)
- Check content
- Relax and be confident



Design Reviews

- Should follow on-line checklist
- Conducted at each major iteration design
- For this class—Review with instructor at Sprint 2 will focus on VALIDATION section.
  - Will post on Syllabus, so keep watching
  - Let me know of restrictions
  - Only team presenting has to come to this
  - Look at criteria