

Assignment 2 – Project Presentation

Brief assignment description: Give a short presentation to introduce your project, give an update on progress, demonstrate your solution in its current form and present a plan for completing the project in the time remaining for the semester.

Marks Allocation: 20% of Unit Total Mark.

Due: 16th October 2017 9:30AM onwards (schedule will be posted once groups are formed)

Time Limit: 20 minute presentation with 5 minutes for questions.

Method of Submission: Presented in class (in 2017S2 this is in JO04.238). Each team member to contribute to the delivery of the presentation. A Windows laptop with MS Power Point will be available on the day but you are welcome to bring your own hardware.

- The entire on-campus class is expected to attend the full schedule of presentations. Supervisors and clients are welcome to attend and should be invited by the project students.
- Off-campus students are welcome to attend. Groups fully off-campus should organise with the lecturer to do a presentation remotely.

Introduction

At this stage of the project you should have completed a large portion of the work and have a firm idea of tasks which still need to be completed. This presentation serves as a reporting point where you outline your achievements and present your plan for completing the project.

What the Assignment Should Contain

The presentation you give should be structured as follows (marks indicated). Note: You may use more than the number of slides indicated, but stick to the order.

(3 Marks) Presentation flow, general understandability and professionalism of the team.

(2 Marks) Ability to answer questions.

- ☐ **Slide 1: Project Name, team members names, supervisor/client names.**
- ☐ **Slide 2: Introduction** – i.e. what is the goal of the project and what are you are going to talk about?
- ☐ **Slide 3: The problem:** Background to the Problem (i.e. Why does this project need to be done).
- ☐ **Slide 4: The solution:** What are you producing? (Include a concrete set of requirements and list what is in scope and what is out of scope).
- ☐ **(5 Marks) Slide 5: Update on progress:** Here you should put up your original schedule from the proposal document and annotate it with actual project progress, discussing the milestones indicated and whether they were hit or missed and how you managed these.
- ☐ **(5 Marks) Slide 6: Demonstration:** Show something tangible from your project, this can be an actual product demonstration, screenshots, videos, or for projects where the product is a report, give a summary of current findings. Basically: demonstrate that you have done something.
- ☐ **(5 Marks) Slide 7: The Road Ahead:** What do you plan to do with the time that is left?
- ☐ **Slide 8: Summary and Conclusion.**

Hints:

- Prepare (i.e. don't spend half your allocated time trying to get the projector to work).
- Practice (i.e. don't spend half your allocated time trying to work out what you should say).
- Don't forfeit the 'ability to answer questions' marks by running your presentation into question time.