Creating a presentation for Proof of Concept exercises with Vendor

This is an attempt by me to create a semi fixed structure or template for presenting the scope of a proof of concept alongside the work that was done on it. Most of this information is currently exchanged in Word or PDF documents and needs to be stitched together before the final presentation to the top management. This is an attempt to create a guideline for creating such a document in slides. The same can also be done with Word and PDF. Probably you may want to use the organization template as background.

## Slide 1: Name of the project along with name and date of the organization

## Slide 2: Tracker Summary

1. Proposed start date
2. Proposed end date
3. Proposed Executive Presentation date
4. Summary of the Success Criteria

## Slide 3: Team

1. Working team members
   1. Organization employees
   2. Vendors employees
2. Executive team members
   1. Organization senior staff
   2. Vendor senior staff

## Slide 4: Topic Gist

All the below points become single or multiple slides

1. Business Objective of the exercise
2. Scope of the POC
3. Success criteria
4. Environment / Infrastructure requirement
5. Plan/ Timeline / Milestones for status check
6. POC Results

## Slide 5: Business Objective

State the reason for doing the POC. If there is an existing pain point or some gains are expected if POC is successful and the project is implemented in production.

## Slide 6: Scope of POC

State the scope of POC on a single slide along with the use cases that will mark the success.

## Slide 7: Use Case # 1

There will be multiple such slides. Create a slide for each use case. Have a table giving Prerequisites, Steps, and Success criteria.

After the POC has been completed and for presentation, more columns can be added as Observed result(s), confirmed by, confirmed date to each of the use cases.

Slide 8: State the environment / infrastructure

Infrastructure required to carry out the POC. Sometimes a diagram may be required if the complexity is high.

Slide 9: Timeline / Milestone

Can be a single table of 3 columns:

1. Date of Milestone
2. Milestone
3. Responsibility (Vendor/Organization)

Slide 10: POC Observation

Success in the Use-cases can be summarized here.

Slide 11: POC Observations screenshots

If screenshots are required as final proof, then multiple slides can be put here.

Slide 12: The End.