**IT 4983 Capstone Project Final Department Presentation and Poster Guide**

Spring 2018, by Ming Yang, last updated on April 15, 2018

## Overview

A formal capstone project presentation will be delivered to IT department faculty and Industry Advisory Board (IAB) members at the end of the semester. Project owners and other guests are also invited to the presentation. Department faculty and IAB members will evaluate projects based on posters and presentations using an evaluation form.

### Date and place

The following is an initial plan. The exact time, room, and presentation order will be announced about a week before the presentation day.

**Friday, May 4th,2018**

8:00AM to 8:40AM Reception/Poster session J Building 3rd floor around the stairways

8:40AM to 11:00AM Formal presentations Rooms to be determined

### Poster session

* This session is for a more interactive and informal presentation of your project.
* Please get the poster stand ready at least **10 minutes before** the scheduled time.
* Easels will be provided. You may use larger display board if you can get a table. You can also use laptops and tablets.
* Everyone should stand by your poster and be ready to talk to visitors.

### Formal presentations

* This session is for a detailed formal report of your project.
* Each team will have a maximum 30 minutes to present the project (including Q&A). Your presentation absolutely cannot exceed 31 minutes. So practice the time control.
* You may arrange the speaking sequence and time yourself, but **everyone must speak**.
* The teams who are not presenting should **remain in the classroom**. The teams and audiences might be split into the two concurrent sessions if necessary.

### Project website

* Please complete your project information web site. The website should be completed at least three days before the presentation and will be visited and evaluated by the Faculty and IAB members.
* All project sites will be listed at <http://itcapstone.blogspot.com>

### https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcSpVoQsXLTvGB7U0bFCFln1tRlEMRdV4JcZnsEd3R9gJTcicnxEhttp://www.gocareplus.com/img/BusinessProfessional.gifDress Code

Business professional

### Detailed guide and requirements

The goal of the presentation is to impress the audience that you have done a good project, you have accomplished all deliverables and objectives, and you have gained valuable experience, through a well-designed presentation. Please refer to the evaluation form when preparing your presentation and poster.

### Poster

* Use the same poster you create for the C-Day, or any improved version.
* Check out some photos from the previous poster session: <https://goo.gl/photos/wy3zr6TRf43kYyAf8> and <https://plus.google.com/photos/108573100742046014316>

  

### Formal presentation checklist and tips

* Introduce the team at the beginning.
* Introduce the project, including objectives, background, and relevant concepts and technologies.
* Discuss the relevant technologies and products.
* Explain the methodology (plan, phases, milestones) you follow for the whole project.
* Clearly present what you have done and have accomplished (deliverables) in this project. This may include:
  + List and discuss all deliverables.
  + Explain the technical solution you have designed, developed, and implemented. Cover the overall design as well as detailed key elements, such as requirement analysis, design, coding, configuration, admin, testing, deployment, etc.
  + Specify the development or implementation environment: product, network, server, client, software, etc.
  + Present your writings as well, such as research report, documentations, references, tutorials, etc. Prepare some copies which may be requested by evaluators.
  + Live demonstration if possible.
* Present project experiences as well. This may include:
  + Summarize knowledge/skills applied in this project (particularly that you have learned through this project), mapped to courses taken if possible.
  + Talk about team collaboration experience.
  + Share project management (task assignment, progress tracking and monitoring) experience.
  + Summarize each person’s role and contributions.
  + Discuss challenges and how you overcame them.
* Mention future work if possible.
* You may want to practice co-presentation.
  + <http://www.totalsuccess.co.uk/co-presenting-tips-and-techniques>
  + [http://alalearning.org/2010/04/27/9-reflections-on-co-presenting](http://alalearning.org/2010/04/27/9-reflections-on-co-presenting/)

### Common pitfalls

* Reading slides, as if you are not familiar with what you have done.
* Not presenting all things specified on the evaluation form. For example, missing documentation or team collaborations, etc.
* Not ready for or cannot provide supporting materials when being asked for.
* Poster is too crowded and not readable from a distance.
* Missing information on your website.

## Presentation submission and grading

Please submit the presentation file to the assignment dropbox in D2L after the presentation to receive the grade. Evaluation forms will be distributed to faculty members and IAB members. These evaluations will be part of the overall class grade (15 points out 100). I will take an average of all qualified evaluations as the department evaluation grade. A sample of a finalized evaluation form will be posted.

**Note: this guide tries to provide as much information as possible. But there are always unexpected issues. Please try to communicate with the instructor if there’s any question or concern. Thank you.**