The format of the oral presentation is formal. This is in contrast to the casual weekly meetings with TA’s. You are expected to dress in business dress as appearance will factor into your presentation grade. You should also use language and gestures that are appropriate for a workplace presentation.

1. Please prepare a list of speakers arranged in the order in which they will be speaking and at least 2 hardcopy printouts of your presentation (1 for the instructor and 1 for the TA). You may add important supporting information to the handout.
2. Presentations should be prepared in PowerPoint or similar. Venues will be equipped with LCD projectors; however, you must bring your own laptop.
3. The team must be ready to present at the scheduled time. Any time lost due to team tardiness will be trimmed from the presentation time.
4. The total presentation must be no longer than 25 minutes. There will be 10 minutes for Q&A (you may be cut off to allow time for Q&A if you exceed the 25 minute limit).
5. All members of the design team must speak and deliver some portion of the presentation. 6. One person should take on the introduction and that same person should subsequently monitor and keep the other presenters on track with their allotted time to speak.

Part 1 (10 minutes) Presentation to Client → Lukas, Friend and Andrea

1. Begin with a concise introduction.
2. Touch upon relevant background.
3. Briefly, outline who the major stakeholders are and their major needs.
4. Briefly identify which if any of the client’s originally expressed needs were out of scope and why.
5. Present conclusions
6. Clearly, present the recommendations
   1. If you are recommending to proceed with developing the designs, showcase your designs and briefly describe how they work and show the client how the features incorporated in your design satisfy the needs.
   2. If you are recommending not to proceed, explain to the client why this is the case
7. Transition to technical presentation

From Rubric:

* Clarity of design descriptions
* Recommendation clarity and appropriateness
* How well needs are addressed

Part 2 (15 minutes) Presentation to Senior Engineers → Carson, Julia and Stephen

1. Assume engineers already understand who the stakeholders are and what their needs are and that they have a general idea of your project.
2. **Present how you determined and managed the needs and requirements**.
3. **Briefly present alternate concepts and explain why they were eliminated.**
4. **Remaining work: Discuss which aspects of the proposed design are least well determined, outline the risks involved and explain your recommendations regarding these aspects.**
5. **Discuss how the project was executed and what you learned from this.**
6. **Present your initial strategy and initial estimates for time and allocation of resources (early draft of schedule) and compare it to what your team actually did and when.**
7. **Project Risk Management: Discuss how risks were managed. Give the reasons for any unanticipated schedule disruptions.**
8. **Indicate your conclusions on which if any changes in strategy you would use in future projects.**
9. **Present the engineering development cost of the project based on a rate of $150 per engineering hour (i.e., add up the total hours from your weekly reports and multiply by $150/hr).**
10. Initial strategy, early draft schedule, project risk management (time management & Risk Register). Talk about what we actually ended up doing vs what we wanted to do
11. Scope, Needs translation to 3 main functions > concept generation stage > final four concepts explained in brief detail
12. WDM scoring > evaluation criteria
13. DMFEA, highlight highest risks
14. Present solution in detail and how it comes from DFMEA risks
15. Revisit the DMFEA and discuss next highest RPN items that we didn’t have time to address
16. Present engineering development cost
17. What we’ve learned and what we’d do differently
18. Quick lil summin sum

From Rubric:

* Justification for selected concepts
* Quality of strategy and support for maintaining or changing project strategy
* Work done to determine scope
* Quality of conclusions

Julia

Stephen

Carson