

Introduction

Next week you will be presenting the work you have been doing these past few weeks. This is an oral exam of sorts in that I want to see how you have come to understand what we have been talking about. Presentations can make you nervous and that is a good thing. Your nerves are there because you want to do well and are worried you will not. Do not let your nerves rule you – be engaged – step out of your comfort zone. Remember, you are presenting to your client, and you want their approval to go ahead with your plan – you have to ask! I will give you my feedback after your presentation.

Here is a proposed agenda for your presentation.

1. Introduction.
2. Introduce the team.
3. Explain the project.
4. Show the old navigation and then the new navigation.
5. What is a feature and what have you done to document that feature.
6. Each team member will speak briefly about one feature and one aspect of the documentation.
7. Questions and answers.
8. Conclude the presentation and ask for approval.

1 Introduction.

This is the start of the presentation to get everyone's attention. Welcome the guests and give a brief overview of the meeting and what they can expect. Any other housekeeping matters can be discussed here.

2 Introduce the team.

Tell us who is speaking to use – use a slide with portraits. It is a moment to introduce yourselves.

3 Explain the project.

What are you doing and why? What are the goals and how are they represented here today.

HTTP 5113 Special Topics: final presentation.

4 Show the old navigation and the new navigation.

This is the easiest way to show how complex this project is. Explain what these documents mean and where your work is.

5 What is a feature and what have you done to document that feature.

Explain the term feature and user story. Show an example of each part of the feature documentation. You can explain any other jargon or unique terms.

6 Each team member will speak briefly about one feature and one aspect of the documentation.

Pick one feature and pick one part of the feature that you have documented – the narrative, user stories, database, dataflow, and wireframe. Reinforce the whole feature set and documentation. You are showing a small part.

7 Questions and answers

Pause a moment and ask. If there are none – you should have three questions and answers prepared. You could talk about your experience, your work, and the project.

8 Conclusion

Finish the presentation – restate some of the important points. Ask for approval.

I am interested in your engagement. I am interested in you having a presence in the room. Don't worry if you get it wrong – just do your best.