
Question and Answer: Team Presentation and Report

Q: Team Presentation and Report Format

I was wondering how long the group presentations will be? Is it mandatory that everyone presents?

A:

As mentioned in the team project assignment, the time for the presentation is fifteen minutes. There will be five minutes for Q & A after your main presentation. This is a typical time limit for conferences, but business presentations to senior management can often be allowed less time!

Any number of members can present from one to the whole group – whatever works best for the presentation.

Q: Team Presentation and Report Format

Regarding the presentation of team assignment, the team has the following questions: any presentation rubric and guidelines to be provided; specific presentation time and presentation tone whether technical or non-technical? analytical perspective?

A:

I don't want to be too specific about the technical level, since some topics and approaches may deserve a more technical talk than others, but here are some general guidelines:

- 1) The tone and other matters should follow the guidelines for the written report.
 - 2) Focus on objectives, results and interpretations.
 - 3) Strive for a management-level talk and only slip into technical details if it is essential. You can keep some backup slides in case someone asks you a more technical question.
 - 4) There should rarely be any mathematics in presentations like these. It is usually possible to convey the general idea of an approach without the math. For example, regression-type equations can be written out as well-labelled tables of coefficients, but that level of detail only if essential. Can the audience really benefit from seeing a list of numbers in a quick talk? Tables and graphics can help a lot.
 - 5) There should never be any computer code in such talks.
 - 6) There's no 'one-size-fits-all' format for these. Just be aware that 15 minutes can be a very short time – 3 minutes on average for each of your headings – so focus on the important things! If possible, do a few rehearsals of a talk like this to get the timing and transitions correct.
-

Q: Team Presentation and Report Format

What are expected in an "A+" project? When can we expect the grades?

A: These were team efforts, so I set the bar pretty high. An A+ would need to be a top-notch professional-level presentation and report with attributes like the following: a) very sharp analysis using correct tools in correct ways and showing originality in approach; b) clear objectives and conclusions

justified by the analysis; c) coherent and clearly written descriptions and arguments targeting an audience appropriate for the analysis; d) all key results backed up with appropriate and well organized exhibits, and e) impeccable report free of any typos or grammatical issues and very well formatted. There were no A+ results, although some were close.