**git7011CAL ORAL PRESENTATION: TASK AND TOPICS**

**TASK**

**BY WEEK 3,**

* **WORK IN GROUPS OF 4 (A,B,C,D). MAKE TWO PAIRS WITHIN THE GROUP OF 4 (A+B; C+D).**
* **EACH PAIR IS TO SELECT A COLLABORATION TOOLS AND CONCEPTS TOPIC FROM THE LIST ON PAGE 2 eg from MESSAGING APPLICATIONS, A+B MIGHT CHOOSE Slack ; C+D CHOOSE Yammer**
* **ADVISE YOUR TUTOR OF YOUR TOPIC. EACH GROUP SHOULD PRESENT A DIFFERENT TOPIC.**
* **OPs will be recorded. You may have a copy of the recording so you can evaluate your presentation skills.**

**TASK FOCUS:**

* present information clearly to the group so that other students learn what these collaboration tools and concepts are, and how they contribute to the successful operation of distributed teams.
* assume the audience has no knowledge of the topic so you will need to present information simply and clearly.
* you may use a brief video clip (maximum 2 minutes)
* explain (and demonstrate where possible) how the software functions within an ICT distributed team and why it would be useful for communication and collaboration within the team.
  + - * evaluate the effectiveness of your chosen software / instrument through your reading of reviews and, (where possible), your own evaluation after you have used the product. **(Some software downloads are available free; others are available on a trial period). Do NOT provide any financial details online when / if you sign up for a free trial.**
      * focus on the advantages and disadvantages of the software / equipment/ process ie your presentation needs to be analytical not purely descriptive.
* demonstrate your ability to communicate effectively through description, analysis and evaluation.

**In the presentation, you are required to**

* + **identify** the software / hardware involved and
  + **explain** how it facilitates collaboration and communication within the distributed team ie explain what it does to make teamwork more effective (better quality product) and efficient (save time and money; meet deadlines / dates for deliverables)
  + **explain** how it operates, using a trial piece of software or a YouTube clip where these are available. You may use the whiteboard to create diagrams.
  + **read** some reviews of this software / equipment from industry magazines and identify any advantages of this software / equipment. You do not need to read journal articles; use industry magazines or online reviews.
  + **provide** in text citation for these readings and provide the appropriate reference list at the end of your presentation.

Each speaker will present for 7-8 minutes eg A+B will discuss Slack, then C+D will discuss Yammer.

Then the group of four will evaluate the advantages and disadvantages of the two applications ie what does one app do that the other does not? why would one app be better / more effective in a GVT than the other? how could a team manager justify spending money on one product rather than another? This discussion should last for 4-5 minutes. All four speakers should contribute.

See the ASSESSMENT FOLDER on L@G for criteria.

**To obtain a mark above 70%, students MUST demonstrate the detailed criteria very clearly eg**

* the OP must demonstrate a strong /high level **of analysis** not merely description
* the OP must demonstrate that **reviews were read and evaluations made** from industry expert comments and / or personal trials of the software
* the list of references must be presented in **very accurate format**
* the group must demonstrate that it is **familiar with the apps** and has thought carefully about **how the apps differ in what they offer** and why one might be **more useful for collaboration / communication** within a GVT
* presenters must demonstrate **highly effective delivery skills**

**To obtain a mark above 70%, both content and delivery skills must be of a very high standard.**

**TOPICS**

For each type of software, several examples of a particular type of software are given. For example, for Messaging Applications, five examples are provided: Slack, Yammer, Flowdock, Microsoft Communicator and Skype.

Each group is to select ONE of these topics and each pair in the group is to select ONE of these pieces of software in that topic and present on it. See comments above.

**1. Messaging applications**: (eg Slack, Yammer, Microsoft Teams, Flock, Twist, Ryver, Stride…..)

**2. Document management systems**: (eg: Canvas, Confluence, Sharepoint, Twiki, IBM Connections, SmartVault )

**3**. **Content management systems (**eg Drupal, [Huddle](https://en.wikipedia.org/wiki/Huddle_(software)), WordPress, Joomla, TYPOlight., Bloomfire )

**4.** **Collaboration software**: eg: Zoho Projects, Asana, Lean Kit, Jira, Trello, Wrike)

**5**. **Version Control software**: eg: GitHub, Subversion, Visual SourceSafe, BitKeeper, Mercurial, Code Plex

**6. Approaches to Project Management: Waterfall/traditional projects and distributed teams:** <https://en.wikipedia.org/wiki/Waterfall_model>, **Agile projects and distributed teams** <https://www.agilealliance.org/>,<https://en.wikipedia.org/wiki/Agile_software_development> 

**7.** **Scrum vs Kanban Project Management methodologies: Compare and contrast: advantages/ disadvantages?**

* If you have other suggestions for your presentation, discuss the topic with your tutor; for example, you may want to present on project management / project tracking software that is not mentioned above
* Please remember: according to University Policy, you are not permitted to present a topic / Powerpoint from another course