**Tentative Presentation Plan**

7 minute presentation. 1 minute, 45 seconds each to speak. 3 minutes for Q and A

1. **Introduction**

Who are we? Who is our client? What is it? What is it supposed to do?

-Hi, I’m Matt McGee, this is Nic Estrada, this is Max Winston, and this is Andy Sorenson.

-This project came to be because Nate Bryant in the Career Services office needed a method to determine the level of awareness on campus about the resources Career Services offers, and a method to offer access to resources accordingly.

-The model used to design the software came from the University of Connecticut, where resources were listed on a continuum, and provided to departments based on their responses to an on-paper questionnaire.

-The software package we’ve developed does what Nate wanted, and also provides all of the other stuff anyone could ever want.

1. **Justification**

Why should it exist, instead of just using SurveyMonkey?

-Continuum and corresponding sections of questions

-Simplicity – Easy to make the survey you want without wading through endless options of little worth

-Consistent format – Faculty will recognize the format, be more likely to respond, and the EWU-based design promotes a sense of community

-Security – can be used with the single-sign-on network, limiting access to potentially sensitive information

-Exportable results – can be transferred to Excel or other software for graphing and analysis.

-Ability to mix weighted and non-weighted questions within sections

1. **How does it work?**

-Anyone with access to the software system can become a survey administrator by creating an account.

-Create surveys – sections, questions, weighting, resources

-Manage surveys through dashboard

-Send links

-Analyze results – averages, individual, by department, time to finish

-Export results as .csv files

1. **What are the possibilities for it in a more general sense?**

-Any number of uses within the university

-Software is portable, so could be used elsewhere

1. **Conclusion**

-We’re awesome, our software is awesome, and you’re all awesome, too.

**Roles and order of presentation:**

Matt: Introduction

Max: Justification

Andy: How it works

Nic: Potential wider use and conclusion

It might make more sense to divide up the “how it works” section, so that Andy covers, say, the account creation, management, and sending of links, and Nic covers results, exporting, more general uses, and the conclusion.