**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, My name is Matt McGee, this is Nic Estrada, this is Max Winston, and this is Andy Sorenson. We are, collectively, Group 6.

-The product we’re presenting to you today is called the self-explanatory “University Survey System”.

-This software was created because Nate Bryant in the Career Services Department here at Eastern needed a method to determine the level of awareness on campus about his department, and a method to offer access to resources accordingly.

-The idea used to design the software came from the University of Connecticut, where resources related to their Career Services department were listed on a sheet of paper and provided to departments based on their responses to an on-paper questionnaire.

-The survey system we’ve developed, first and foremost, transfers that UCONN model to software. It can be used to methodically place respondents on a continuum through the use of a series of sections that correspond to appropriate informational resources.

-Basically, questions in a survey are weighted by their importance to the requirements of a section, or left unweighted if they are less important or a matter of opinion. If a user achieves a high enough score in one section, they proceed to the next, and this is repeated until they either reach a section where they don’t achieve a high enough score to proceed, or they reach the end of the survey. The survey-taker is then presented with whatever content the administrator chose for someone at that level in the survey continuum.

-In order for the results of a survey to be analyzed in a meaningful way, respondents can be grouped by the administrator so that the accomplishment level of an entire group (probably an academic department, in this case) can be averaged and compared to other groups, other surveys, or to previous results from the same survey.

-Survey results in the system can be displayed graphically, or they can be exported for use with other software.

Max?

1. **Justification**

Why should it exist, instead of just using SurveyMonkey or something?

-The unique aspects of this package are:

-The continuum and corresponding sections of questions.

-The ability to mix weighted and non-weighted questions within sections

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

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

-Not only is it internally secure, but it can also be used with the EWU single-sign-on network, limiting access to the software and to potentially sensitive information

-Results can be exported for use with Excel or other software for graphing and analysis.

1. **How does it work?**

-multiple question types

-Create surveys – sections, questions, weighting, resources, PINs

-Manage surveys through dashboard

-Send links

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

-Displays

-Export results as .csv files

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

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

-Capabilities made generic for less specific uses

-Software is portable

-Continuum sections are optional, so the survey can only contain one, if the admin so chooses

-Scoring (weighting) is available, so it could be used for testing

-It allows for multiple surveys to be created, deleted, tracked, stored, and activated or deactivated as needed.

-It allows for multiple administrator accounts, so that it can be used by all EWU faculty, and one administrator can maintain several accounts, in the case that they act in more than one capacity on campus.

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.