**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. We are, collectively, Group 6.

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

-This software was created because Nate Bryant in the Career Services office here at EWU needed a method to determine the level of awareness on campus about the resources his department offers, and a method to offer access to resources accordingly to increase engagement with Career Services by other departments on campus.

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

-The package we’ve developed, first and foremost, transfers that UCONN model to software. It can be used to methodically determine the placement of respondents on a continuum. This is accomplished by placing questions for a given level of knowledge or engagement in a series of sections that correspond to appropriate informational resources.

Questions in a section may be assigned point values, or “weighted”, by their relative importance to the requirements of the section they are in, 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, or they reach the end of the survey. At this point, the survey-taker is presented with whatever content the administrator deemed appropriate for someone at level in the survey, in the form of text and links presented on the screen.

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.

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.

-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?**

-Any number of uses within the university

-Software is portable, so could be used elsewhere

-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, 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.