**Project Management Review**

**Objective**

The objective of the Project Management Review (PMR) is for teams to present their project management process and allow feedback & dialogue with instructors and classmates.

**Presentation**

One team presents at a time in the classroom. All other teams are present to participate in providing feedback. Each team will have 22 minutes total, 15 minutes for presentation followed by 7 minutes of Q & A. Use, but do not exceed or fall short by more than two minutes, your full 15 minutes of presentation time.  Plan on using a team laptop to present, since ensuring that videos, or animations, or other content elements run on another laptop can be tricky. However, have one team member upload your presentation to Canvas so we have a copy for archival purposes and all teams have the same deadline.

**Examples**

The top PMRs from last year are posted with the assignment.

**General guidelines**

* A reasonable rule of thumb for presentations is one slide per minute, but this will depend on various factors, such as whether you have animations, so be guided by the time limit, and create however many slides fit into that.
* Everyone on the team should play a role in the presentation.
* Attend all presentations so all teams have an audience. We will start on time, so ***be there a few minutes early***. It goes without saying that you must be there for your team’s presentation. If you are absent on the day you are not presenting, you will lose 1 out of the 10 possible points.
* Do not use physical props to describe concepts. The idea is to give a talk as you would at a technical conference, or within a company to your CEO or CTO; in both cases, brevity and focus are crucial.
* Use videos, animations, and any other illustrative presentation techniques that Powerpoint or other presentation software allows.

**Content**

The PMR consists of the following components:

1. Project description
2. Technical development
3. Project management

***While parts 1 and 2 are important, the teams should devote the majority of the presentation to part 3, which is weighted more than 2x as heavily as parts 1 and 2.***

Content component descriptions

1. **Project description.** Give a summary project description understandable to people not familiar with your project
2. **Technical development**
   1. Briefly discuss major subsystem development status
   2. Capture the key system challenges and concerns and what you plan to do to address them
3. **Project management**
   1. Give an overview of your project management methods and associated tools you have been using and/or plan to use
   2. Describe key project management lessons (technical, personnel, schedule, materiel, testing, etc.) from the Spring semester and your plans for adjustment/improvement
   3. Present a high-level breakdown of your schedule and milestones for the Fall semester
   4. Identify your major risks and how you plan to handle them

| **Project Management Review Element** | **Weight** |
| --- | --- |
| 1. Project description | 0.5 |
| 2a. Technical: Subsystems status | 1 |
| 2b. Technical: Key challenges & associated plans | 1 |
| 3a. Project management: Overview | 1.2 |
| 3b. Project management: Lessons & improvements | 1.8 |
| 3c. Project management: Schedule/milestones | 1.2 |
| 3d. Project management: Risk management | 1.8 |
| 4a. Length | 0.5 |
| 4b. Intelligibility, flow, demeanor, audience connection | 0.5 |
| 4c. Handling of Q & A | 0.5 |
| **Total:** | 10 |