**Final Presentation**

* 10% of final grade

The Final PowerPoint Presentation is to be delivered to both the instructors and the company at the same time, which will be held as early as possible in **Week 12**.  The Final Presentation will be made online in a conference call format similar to what was done for the Kickoff Meeting and the Update in Week 5.

The presentation scheduling will have already been coordinated with teammates, the Company Liaison, and the Instructors. It is not unusual for the company to invite others at their company to attend.

The presentation should demonstrate an understanding of the client’s business, technology, and requirements, and present the key objectives and findings of the Study. All team members are expected to participate in some meaningful way to the Final Presentation; however, not all students need to speak.  Roles and duties of each student should be delegated well in advance. If appropriate, local students may be invited (or ask) to attend the Final Presentation in person at the company location, and distance students can attend via teleconference.

**Final Presentation Tips**

In Week 12 you will be presenting the results of your project. Here are some simple guidelines for the presentation, if you have any questions about format or expectations, please post them in the ‘**General Class Questions & Items to Share**’ Discussion forum:

* Presentations should last approximately 45 minutes, with 15 minutes for questions afterwards. It must be completed in less than one hour.  Please be prepared for questions both during and after your presentation
* Allow approximately 1-2 minutes per slide, so please do not use presentations with more than 35 slides - ideally the number should be around 25-30 slides
* The organization of your presentation is up to your team - if the company contact wishes to take on the majority of the presentation, or if everyone wants to share equally that is fine, however everyone on the team must attend the presentation either in person or via the teleconference

The instructors will be grading the presentation in four areas: (1) overview & synopsis, (2) analysis and vision, (3) organization and presentation (4) writing mechanics. Remember to focus on the core elements of your project report (the problem, the analysis, the recommendations) and build the supplemental information around them; the instructors and company representatives will have had the chance to look at your report and can always go back to look at it for reference, so please do not drown your presentation in information. This is big picture time. If the audience (company, instructors, etc.) have questions about the data they will ask.