

Project Proposal Presentation



NOTICE:

Public Presentation of Design Projects (Proposal)

Wednesday, November 14, 2011

Charles Kim – Howard University

Big Difference between Written Report and Oral Presentation - 1

- Pace
 - Written Report:
 - Readers
 - own pace
 - control the amount of time
 - parts and order
 - Oral Presentation:
 - Listeners
 - must keep up with the speaker
 - no control over the time and top

Big Difference between Written Report and Oral Presentation - 2

- Content and Order
 - Written Report:
 - scan, reread, refer from text to illustrations and back, or stop to consult another text or a dictionary
 - Oral Presentation:
 - depends on the speaker making everything clear and in logical sequence
- Feedback
 - Written Report
 - No quick feedback to writers
 - Oral Presentation
 - Immediate Feedback to presenters

Big Difference between Written Report and Oral Presentation - 3

- Length:
 - Written Report
 - vary substantially
 - Oral Presentation
 - carefully planned not to exceed the p allocated
- Nonverbal Cues
 - Written Report
 - less dependent on nonverbal cues
 - Oral Presentation
 - Strong Role of Body language, tone, cues

Process of Developing a Presentation

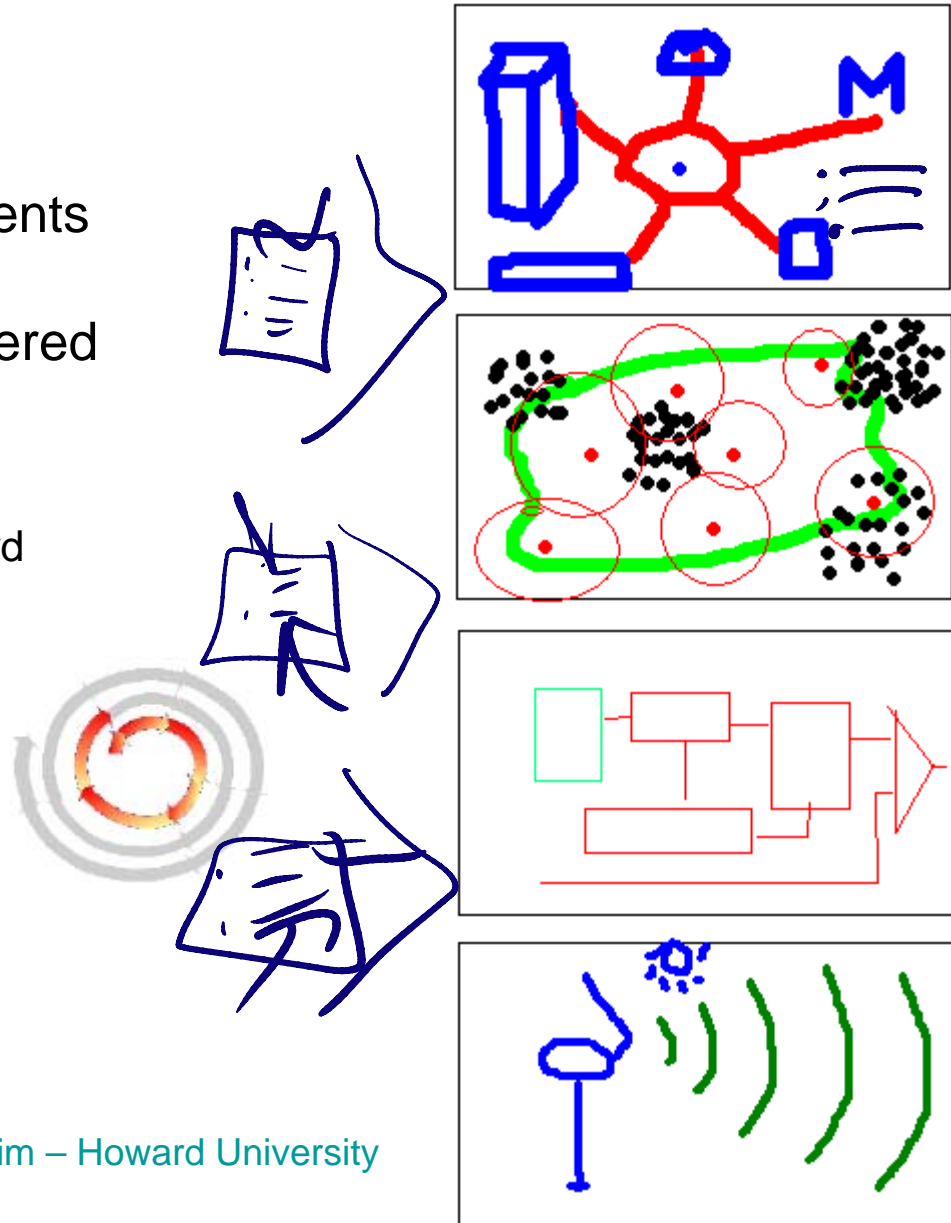
- Slides for Presentation Assistance
 - One nice figure is better than a thousand words.
 - Discrete, not continuous
 - Much more visually-oriented
 - Layout and Appearance are critical
 - Paired with Live Communication
 - Slide Storyboard
 - Deep Outline → Rough Layouts for slides → Storyboard

Storyboards

- What is a storyboard?
 - “a series of diagrams that are used to depict the composition of a *video segment* (oral presentation)”
- Steps in storyboarding
 - Develop a rough story line of presentation
 - Plan number figures to summarize the story
 - Printout each figure following the story line one a separate sheet of paper and assemble into a storyboard
 - See if you can make out the story from the figures.
 - Add, delete, and revise figures and bullet points to support the overall theme

Construction of Presentation

- First Cycle
 - Audience and Requirements defined
 - General topics to be covered identified
- Second Cycle
 - Generation of a slide storyboard
- Third Cycle
 - Detailed Design
- Later Cycles
 - Editing based on dry run



3 dimensions of Oral Presentation

- **Content**
 - Correct delivery of key messages
 - Know your subjects
 - Do your homework
 - 3 phases
 - Tell what you are going to tell (Outline) “Signpost”
 - Tell (Main Body) “Present” + [* Optional --- “Entertain”]
 - Tell what you just told (“Recap” & Conclusive Summary)
- **Visuals**
 - “Everything on a slide must contribute to its purpose”
- **Delivery**
 - Effective Presentation

Presentation Content

- Effective use of repetition through the presentation
- Outline early, Summarize the key points at the end
- Necessary amount of information to convey message – Important highlights
- Hold audience interest: reinforce the motivation for the work being presented.

Presentation Visuals

- Start from storyboard
- Begin from the objectives of presentation
- Determine the purpose of each slide
- Make sure that everything on the slide contributes to its purpose
- No more than 2 ideas per slide
- Replace a text-dominated slide with a simple figure with legend
- Bulleted lists
 - Show contents without writing complete sentences
- Spell out acronyms and abbreviations
- Avoid unnecessary animation – use only that assists the clarity of presentation
- **NOTE –Visuals are an aid to the presentation. So you have to be able to talk and present (even without the aid)**

Presentation Delivery

- Remember “You are better presenter than you think”
- Present in a relaxed, yet professional way
- Convey precise technical information clear to audience
- Practice, Practice, and Practice

Delivery Tips - Voice

- Avoid reading slides word for word
- Project your voice and keep your head up and speak so that those in the back of the room can hear you
- Speak at relaxed pace
- Avoid repeat sayings: “**basically**”
- Maintain precision
- Use complete sentences when speaking and avoid pausing for too long
- Strong and Impressive Conclusion

Delivery Tips – Posture and Body Language

- Maintain Eye Contact with audience
 - Pick 3- 4 people in different places, & rotate
- Avoid twitching, swaying, or snapping fingers
- Avoid **your hands in pockets** or crossing arms
- Dress appropriately

Delivery Tips – Answering questions

- Cannot be fully planned ahead of time
- Try to anticipate questions
- Advice for handling questions effectively
 - Make sure you understand the question
 - Knowledgeable humility is the best ally
 - Avoid belittling question asker
 - Use questions as a means of clarification
 - Learn from the questions
 - If you don't know the answer, say so.
- Repeat the question, in a large room, so that everyone knows what it is

Presentation Format

- Interesting and attention grabbing introduction
- Tell what you are going to tell
- Tell
 - Background
 - What: Problems and Current Status of Arts
 - Why: Needs and Benefits
 - How: Solution Approaches and Preliminary Results
 - When: Timeline and Milestones
 - Who: Tasks and Assignments
- Conclusion (Recap)
 - Clear and impressive conclusion by telling what you told

Proposal Presentation Format

- **Cover (1 slide)**
 - Title and Members
- **Background (2 slides)**
 - Background of the project (industry, technology, customer, etc)
 - Needs and demands in customer's point of view
- **Problem Formulation (2 slides)**
 - Refined Problem Definition in Engineering point of view (1 slide)
 - Design Requirements (1 slide): emphasis on alternative solutions, knowledge contents, and constraints
- **Current Status of Art (2 Slides)**
 - Prior art and available technology, weakness, etc
- **Solution Approaches (3 - 4 slides)**
 - Overall introduction of the technology field (with system level schematics) and summary of the alternative solution ideas (1 slide)
 - Explanation of the first and major solution approach (why this may work)(1 slide)
 - Explanation of the other solution approaches (1 slide)
- **Tasks and Project Management (1 slide)**
 - Assigned tasks for finding solutions and solution implementation
 - Timelines and milestones
- **Verification Plan and Deliverables (1 slide)**
 - Evaluation plan of the solution
 - Deliverables
- **Costs and Resources (1 slide)**
 - Rough budget
 - Resources available and resources needed
- **Conclusion (1 slide)**
 - Crisp and clear summary of the proposal

Team Presentation

- **Format**

- Equally divided presentation times
 - First, tell the audience who is going to talk on what
 - Take turns
 - Then, the first person concludes
- Dialogue Style presentation
- Tag team presentation
 - Anchormen and remote correspondents

- **Tips**

- Plan ahead and do practice, a lot.
- Everyone should share the presentation
- Smooth Transition from a presenter to another
 - A presenter should wrap up own segment,
 - then build a bridge that links what they said to the next
- Decide Position and Roles in advance
 - how you will position yourselves
 - who will be where and
 - what they will do while another member is speaking?
- Take pains to make sure that
 - everyone in the group is doing their share
 - Everyone performs well on your presentation

Effective Technical Communication -Summary

- Precise and Complete
- Grab and hold audience interest
- Present materials understandable by audience
- Preserve simplicity
- Eye Contact
- Check Audience
- Be Prepared
- Practice and take pains
- Roles and Smooth Transitions



Next 2 Weeks

Grading Criteria

- **Wed, Nov.7, 2011**

- Proposal Presentation
- Dress Rehearsal

- **Wed. Nov. 14, 2012**

- Official Presentation

Member	
A. Subject Matter	A1. Clear Description of Subject Matter
	A2. Well defined problem with quantitative standards and constraints
	A3. Sound technical approach
	A4. Clear Objectives, Tasks, and Deliverables
	A5. Well researched Current Status of Art
B. Oral Presentation	B1. Hold audience attention through the presentation with direct eye contact
	B2. Demonstration of full knowledge of the subject
	B3. Effective use of slides and visual aids
	B4. Professional and knowledgeable Q&A
	B5. Smooth transition of team members speaking in different subjects
Total	Total Score

Grading Sheet

PRESENTATION SCORE SHEET

EECE 401/404 Senior Design

Dr. Charles Kim

Evaluator	Name		Date	
Scale	Excellent(4) Good(3) Fair(2) Poor(1) Fail(0)			

Objectives	Senior Design focuses on experiencing all the phases of problem solving: Problem Formulation, Design Requirement under Constraints, Solution Generation and Top Design Selection, Implementation, and Evaluation.					
Project & Team		Water Purification	Self-Healing Net	Smart Backpack	Grid-Eye	Rob Drop Table
Member 1		Turner	Goddard	Alade	Gunter	Ignatius
Member 2		Akinsiku	Bassene	Ellwood	Abdelaal	Holmes
Member 3		Magengia	Watson	Okafor	Charles	Hall
Member 4			Olusanya	Omosuyi		
Member 5			Ononiwu	Bankole		
A. Subject Matter	A1. Clear Description of Subject Matter					
	A2. Well defined problem with quantitative standards and constraints					
	A3. Sound technical approach					
	A4. Clear Objectives, Tasks, and Deliverables					
	A5. Well researched Current Status of Art					
B. Oral Presentation	B1. Hold audience attention through the presentation with direct eye contact					
	B2. Demonstration of full knowledge of the subject					
	B3. Effective use of slides and visual aids					
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