

SD5953

Successful Project Management

FINAL PRESENTATIONS GUIDELINES

School of Design

The Polytechnic University of Hong Kong

IMPORTANT

Please sit with the members
of your final group project

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Overview

A quick refresher on what you should be doing:

1. Be sure we know who we need to be (what is our **ROLE?**)
2. **TCIM** = **T**heme, **C**oncept, **I**mplementation, **M**anifestation
3. **QQSSA** = **Q**ualitative, **Q**uantitative, **S**upporting, **S**ummary, **A**ppeal
4. Your presentation must be around **10 Minutes** in duration (**+/- 2 minutes**)
5. Your objective? **CONVINCE US AND MAKE US TOTALLY CONFIDENT IN YOU**

Timing & Attendance

Timing:

MONDAY APRIL 15 2019

From 10h30 to 18h30

V1101 (or **REMOTE**)

Attendance:

Compulsory. Attendance will be taken **twice** at this event – once at the beginning of the day, once at the end of the day. Missing students at either time will be penalized.

Purpose

CONVINCE US!

This is your final chance to present your entire concept to the people involved with your program.

Now, after Months of continuous development, it's your time to shine!

Confidence

Take this opportunity to give your peers and stakeholders a solid feel for what you plan to do over the summer semester and develop within us the confidence that you:

- Know **why** you are doing what you are doing.
- Know **what** you are doing when you do it.
- Know **how** to do it when doing it.

Format

Format:

Randomly selected presentations, starting at 10h30 and running to 18h00.

- 5 minute **setup**
- 5 minute **video**
- 5 minute **live presentation**
- 5 minute **Q&A period.**

A faster setup gives you more talking time - so being efficient is rewarded!

Constraints

Constraints:

Your overall presentation experience must be no longer than **20 minutes**.

Your video introduction and first slide **must** include the following info:

- School, Year, Program
- Group Name, Group Number
- Group Membership w/POLYU-ID
- Group Champion, Supervisor(s), Mentor(s), Sponsor(s)

Context

Context:

Imagine that this is a hard-core, final pitch given before a significant resource commitment, perhaps to:

- A Board of Directors
- An Incubator (like Science Park)
- An Angel Investor Group (like HKBAN)
- A Venture Capital company (like 500 Startups)

It's show time!
Come prepared to give it your best shot!

Props & Audience

Props:

Anything goes! Feel free to include any props you feel may help to boost our confidence. You may include anything generated since you started the MET, but remember you have limited time, so make every prop count!

Audience:

Present your FYP plan in all of its glory to your classmates, your supervisors, your instructors and any other stakeholder(s) who may feel they have an interest in your development and progress!

Aim to surprise...and be surprised!

Breaks

Breaks:

Based on how efficiently we can conduct our presentations, the day will feature :

- three (short) breaks or
- two (short) breaks and a (short) lunch

Cutoffs & Deadlines

Registration Cutoff / Deadline:

To level the playing field and prevent “tweaking” of presentations during the day (which distract from engaging with the presentations of your peers), the final version of your group presentation should be emailed to ***polyusd5953@gmail.com*** by midnight of the previous day – for those with an exacting nature, that would be:

Final Presentations are Due BEFORE 11PM on SUNDAY APRIL 14 2016

QUESTIONS?

THANK YOU

Suggested Format

A **suggested** format is provided below:

- 01: Title/Credits Slide
- 02: Executive Overview
- 03: 5 Questions Slide (Why, How, How Much, By Who, By When)
- 04: Risks & Assumptions Slide
- 05: Scope & High Level Deliverables Network Slide
- 06: Critical Path Slide
- 07: What makes your project special slide #1
- 08: What makes your project special slide #2
- 09: What makes your project special slide #3
- 10: Concluding / Appeal slide