

## Assignment: PowerPoint Senior Project Proposal Presentation

### Overview

You will create and deliver a formal presentation of your senior-project proposal, or you will deliver a formal presentation that is part of a larger team or clinic senior-project proposal. In the latter case, a team may opt to have each team member describe their part of the larger project using a format similar to that used for individual projects, or the team may opt to give one unified proposal with team members each presenting a segment of the required content, (e.g., one team member might cover only background and another might cover only the solution).

Your presentation must utilize PowerPoint slides, and you will speak individually for times listed in Table I, below. The presentation will be delivered to a group of fellow students who will critique the presentation and one or more of the instructors who will grade the presentation. At the end of the presentation, the audience will ask a few questions before the proceedings move on to the next speaker. The audience will ask questions at the end of the entire presentation.

TABLE I. DURATION OF TALKS

Number in group	Minutes Total	Minutes per person
5	15	3
4	14	3.5
3	12	4
2	10	5
1	6	6

### Content

The PowerPoint proposal presentation must cover the following topics, typically with one slide each in an individual project presentation:

- Title (including your proposal title, your name(s), and your affiliation)
- Overview (including what you are proposing to do and an outline of your talk)  
 Note: It is vital that you state at the very beginning of your talk what you propose to do in your senior project. This will take only a sentence or two and may be done during your title slide.  
 Note: An outline/preview slide is mandatory and must list the major sections of your talk. Avoid generic descriptions such as, e.g., "Background" in favor of more specific descriptions such as, e.g., "Past attempts to create secure data storage containers".
- Background (describing accomplishments and shortcomings of relevant past work)  
 Note: You must use references in this section, and you must show that you have thoroughly researched all relevant attempts to solve the problem you are addressing. In other words, you must convince your audience that you are doing something new.

- Solution (describing what you intend to make and how you will make it)  
Note: Block diagrams, flow charts, and graphics are useful for describing solutions.
- Timeline and Budget (listing the resources needed to complete the project)  
Note: The timeline may should list only major tasks, and if resources (such as simulation software) for the project are available free of charge at the University, then the budget may be replaced with a "Resources" slide listing those sources. If a budget is given, it need only list major categories of expenses.
- Conclusion (restating your project goals)

## **Number of Slides**

Though the number of slides for a 5-minute presentation can vary, you will need at least 5 distinct slides for an individual project presentation. You should have at most 8 slides, however. (Visual effects enhancing one base slide count as only one slide.)

## **Special Considerations for Team Presentations**

In addition to the content required of all proposal presentations, as listed above, a team presentation must accomplish the following tasks:

- Describe the entire project and the exact tasks that each team member will complete on the project. That is, the overall project as well as each person's role on the project must be made perfectly clear.
- Effect a consistent slide style for all presenters. That is, choose a slide template that all team members will use.
- Include transitions between presentations. That is, each speaker must introduce the next speaker with an appropriate segue.

## **Presentation Grading Criteria**

Oral presentation:

- 1) Duration (max duration as listed in Table I)
- 2) Content completeness
- 3) Audio-visual aids Visuals
- 4) Content clarity
- 5) Organization and Transitions
- 6) Language, enthusiasm, and voice
- 7) Effectiveness of conclusion
- 8) Ability to field questions

Project: (items not listed on grade sheet but affecting subjective impression of presentation)

- 1) Usefulness
- 2) Originality
- 3) Completeness of description