Presentation

Interim presentations will be scheduled for the week of 5 March. To determine whether your team will present on Monday, Wednesday or Friday, please:

- Contact your client and determine if there are any sessions where your client cannot attend your 8:00 presentation.
- Provide Dr. Schell with your client’s availability and any group preference.
- The schedule will be finalized on a first come first come basis, no later than our next class meeting.

Guidelines for the interim presentations are as follows:

- This is a formal presentation. Dress professionally.
- Length of the presentation should be 30-35 minutes, with Q&A to follow.
- All team members will participate equally in delivering the presentation.
- Use of PowerPoint as a visual aid is advised, but not mandatory.
- The presentation should give a clear indication as to the work that has been completed, the current status of the project, and plans going forward.

Attendance at all presentations other than one’s own is mandatory. M&IE faculty will be invited and encouraged to give feedback. EIND 142 students will also attend.

Report

By the interim report, teams are expected to have completed all data collection, started analysis of the data collected, and begun developing alternative solutions. The interim report will summarize work completed thus far.

Required elements of the interim report are:

- Title page
- Management Summary
- Table of Contents
- Project Overview (including objectives and relevant background)
- Project status: percent complete, schedule variance, budget variance
- Data collection methodologies
- Data analysis summary: methodologies and results
- Alternative solutions
- Detailed plans to bring project to completion

Interim written reports are due by 5:00, Friday, 9 March. A hard copy can be given to Dr. Schell or left in the M&IE office before this deadline. A soft copy must be saved in your team FACLAB folder and made available to Dr. Schell.

Teams are encouraged to view the interim report as a start on the final report, and write it in such a way that most of the content and formatting can be reused for the final written report.