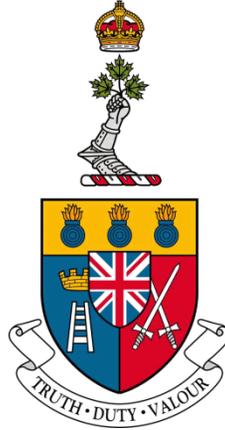


# ROYAL MILITARY COLLEGE OF CANADA

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING  
EEE455/7 ELECTRICAL AND COMPUTER ENGINEERING DESIGN PROJECT



## DID-08 – Final Project Presentation Instructions

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## 1 INTRODUCTION

This document provides instructions for preparing the Final Project Presentation (FPP). The presentation is delivered orally to your supervisor, the Project Management Office (PMO), departmental staff, and your colleagues. The objectives of the presentation are as follows:

- (a) to present the salient points of the project's design;
- (b) to present and discuss the results obtained; and
- (c) to answer to questions from a review panel.

The remainder of this document is structured as follows: Section 2 provides a description of the contents of the presentation; Section 3 provides instructions on the conduct of the presentation; Section 4 describes how the presentations will be evaluated; and Section 5 concludes.

## 2 CONTENTS

The presentation shall, at a minimum, provide the following items:

- (a) An *outline* of the presentation;
- (b) A brief description of the *scope* of the project;
- (c) A description of the final *design*. Important design issues and decisions should be discussed. Do not include excessive detail - remember that many in the audience will not be specialists in your field;
- (d) A summary of key *results*. Explain how your design satisfied the requirements. Discuss any shortfalls and recommend potential solutions;
- (e) A *conclusion*. Comment on whether the objectives for the project were met.

## 3 CONDUCT

The conduct of the review shall meet the following criteria:

- (a) The review shall be delivered orally to your supervisor, the PMO, departmental staff, and your colleagues;
- (b) The presentation shall have some form of visual aids, typically in the form of a PowerPoint presentation;
- (c) The presentation shall have a maximum length of *12 minutes*, followed by *5 minutes for* questions/review. Minimal set up time will be allowed prior to the presentation;

- (d) While all topics above shall be covered, it should be noted that a large part of the presentation time must be ***dedicated to design***;
- (e) Presenters may use chalkboards, overheads, slides, flip boards, etc.;
- (f) ***Figures, plots, and tables must be properly formatted*** (refer to the Style Guide); and
- (g) All project members shall be involved in the presentation.

#### 4 EVALUATION

A minimum of three panellists from the faculty will attend each presentation. Presentations will be judged on items such as skills of speaker, quality of presentation material, technical content and knowledge, level of difficulty, and ability to answer questions.

An electronic copy of all documents used for the presentation, such as PowerPoint presentations or handouts for the audience, must be submitted to the PMO by email one working day after the review at the latest. It is a good idea to run through the full presentation with your supervisor and a member of the PMO ***prior to the actual presentation***.

#### 5 CONCLUSION

A solid design will not be useful unless it is accepted by the stakeholders. Being able to effectively articulate your design and convince an audience of the validity of your results is an important skill to master as an engineer. The FPP is your opportunity to demonstrate the value of your work to the entire department.