

Final Presentation Guidelines

Each presentation should be well rehearsed and incorporate the participation of each group member. The presentation should also be about 15 minutes long (+5 minutes for questions) and contain *all* of the following elements:

- 1) Title Slide - Provide the name of your concept, list your team members.
- 2) Problem Statement/Research Question - What problem or research question is your concept trying to address? How is your project innovative or how does it fill a specific need?
- 3) Concept - What experience, tool, or artifact did you create? (1-2 sentences - short and concise, think elevator pitch).
- 4) Background Research - Take us through the process of how you arrived at your final concept. Include any background research that you did (i.e. ethnographies of your specific institution, field overviews/inspirational projects, interviews with project partners to understand institutional needs).
- 5) List of features + demo - What are the stages of interaction a person will go through in order to use your concept? (Provide one initial slide with an overview of features, then step through each of the features in the demo.)
- 6) Persona - Who is your target audience(s)?
- 7) Enabling Technologies + Future Directions - What are the technologies you used to implement your prototype? If the partner institution were to go further with the project (aka “scaling it up”), what technologies might they use or how might they go about implementing it?
- 8) Thank You - Thank the partner institutions, especially your specific contacts (schmoozing is key!)

Your presentation will be graded on:

- Design
- Conceptual/Content
- Performance quality, smooth transitions between team members
- Answering questions from audience
- Dressing nicely

Design Document Criteria (5 pages or more - including images, but exclusive of works cited)

- I. Project name

II. Team members with departmental affiliations and role within team (i.e. coder, designer, project management, researcher, etc.)

III. Concept overview/abstract

- 1 paragraph describing your concept, your institutional partner, and how your project is filling a specific need.

IV. Background research.

- Depending on your project, this section can include any of the following categories. If you are using more than one of these background research techniques, separate each out into the categories shown below. Include pictures if you have them.
 - Ethnographies
 - Field overviews/inspirational projects
 - Interviews with institutional partners.
- Conclude this section by detailing how your background research helped to identify a specific need or interesting approach to your chosen research question.

V. Project Development/Process

- Talk about each person's role.
- Development steps
- Paths not taken, ideas discarded, and why.

VI. Enabling Technologies

- What technologies were used in order to implement the project?

VII. Journey Map

- Take us through each step of interacting with your project. Include screenshots, diagrams, etc.

VII. Future Directions

- If the partner institution were to go further with the project (aka "scaling it up"), what technologies might they use or how might they go about implementing it?
- How can your prototype be changed in order to actually implement it? (if technical/time/financial resources were not limited).

VII. Works Cited

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