Southern New Hampshire University

QSO 340 Module Four Presentation Guidelines and Rubric

Overview: For project managers, communication is essential to successfully completing a project. There are several tasks involving effective communication that project managers must complete, such as briefing upper management and other interested parties. Project managers may need to summarize the purpose and benefits of a project for team members and the community at multiple points throughout the project's duration. To accomplish this, project managers must be able to communicate in a clear and concise manner. The tools that can be used to present information to various audiences include Microsoft PowerPoint and Prezi. Being able to confidently present to various audiences is a valuable skill for project managers to possess. To develop this skill, you will create a presentation about a project at work or a project you would like to complete outside of work.

Prompt: Specifically, the following **critical elements** must be addressed:

- State the **purpose/goal** of the project. What do you hope to accomplish? What impact will the project have?
- Discuss the project scope and include a **work breakdown structure** (WBS).
- Identify at least three **stakeholders** and include specific details about their roles, levels of interest, influence, and preferred forms of communication.
- Describe the major **milestones** that must be reached in order to complete the project. For each milestone, include a completion date.
- Project the total **cost**. To accomplish this, include a budget that estimates at least the following items: labor (staff, consultants, subcontractors, etc.), equipment, supplies, materials, and office space.
- Draft a **conclusion**. The conclusion should summarize the main points of the presentation.

Guidelines for Submission: The presentation should be made in Microsoft PowerPoint, Prezi, or another tool of your choice, and should include at least 10 slides (or frames, depending on the tool you use). You should either record yourself presenting the material or include a transcript of your presentation in the notes section of Microsoft PowerPoint (or in a Microsoft Word document, if you are using another tool).

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Purpose/Goal	Meets "Proficient" criteria and provides exceptional detail in stating the goals and purpose of the project (100%)	States the purpose/goal of the project (85%)	States the purpose/goal of the project, but the response is incomplete or lacking in detail (55%)	Does not state the purpose/goal of the project (0%)	15
Work Breakdown Structure	Meets "Proficient" criteria and provides exceptional detail in discussing the project scope and work breakdown structure (100%)	Discusses the project scope and work breakdown structure (85%)	Discusses the project scope and work breakdown structure, but discussion is incomplete or lacking in detail (55%)	Does not discuss the project scope or work breakdown structure (0%)	15

Stakeholders	Meets "Proficient" criteria and provides exceptional detail in identifying the stakeholders, including specific details about their roles, levels of interest, influence, and preferred forms of communication (100%)	Identifies stakeholders and includes specific details about their roles, levels of interest, influence, and preferred forms of communication (85%)	Identifies stakeholders and includes information about their roles, levels of interest, influence, and preferred forms of communication, but response is incomplete or lacking in detail (55%)	Does not identify stakeholders or include information about their roles, levels of interest, influence, and preferred forms of communication (0%)	15
Milestones	Meets "Proficient" criteria and provides exceptional detail while clearly describing the major milestones that must be met to complete project (100%)	Describes the major milestones that must be met to complete project (85%)	Describes the major milestones that must be met to complete project, but description lacks specific details or is unclear (55%)	Does not describe the major milestones that must be met to complete project (0%)	15
Cost		Provides estimates on the total cost of the project (100%)	Provides estimates on the total cost of the project, but costs are incomplete or unrealistic (85%)	Does not provide estimates on the total cost of the project (0%)	15
Conclusion	Meets "Proficient" criteria and summary is exceptionally clear, concise, and effective (100%)	Summarizes all of the main points of the presentation effectively (85%)	Summarizes most of the main points of the presentation, but summary is incomplete or unclear (55%)	Does not summarize the main points of the presentation (0%)	15
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format (100%)	Submission has no major errors related to citations, grammar, spelling, syntax, or organization (85%)	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas (55%)	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas (0%)	10
				Total	100%