

IE477 FALL 2020 INFORMATION ON END-OF-SEMESTER PRESENTATIONS

(JANUARY 13 and 14, 2021)

End-of-semester presentations to coordinators will take place on Wednesday January 13th and Thursday, January 14th.

Presentation Video Due: You should prepare a presentation video that does not exceed 10 minutes in English and submit it along with your pptx file by **Sunday, January 10 at 23:59**. You are advised to get feedback from your AA prior to submitting this video.

Presentation Meeting: The total time allocated to a group for these meetings will be 15 minutes. As coordinators we will watch your video before the meeting and hence start the meeting with questions. Make sure that you have a designated member in your group who will share your presentation slides in the beginning of the meeting.

Presentation Times: The contact persons will receive a link to their emails registered at the ie477-cp mailing list on **Monday, January 6 at 12:00** to reserve a 15-minute time slot for the coordinator presentations. The available 15- minute time slots are:

Wednesday, Jan 13th: 13:00 13:15 13:30 14:15 14:30 14:45 15:30 15:45 16:00 16:45 17:00 17:15

Thursday, Jan 14th: 10:30 10:45 11:00 11:45 12:00 12:15 14:15 14:30 14:45 15:30 15:45 16:00

This system works as a first come first served basis. You are not expected to have any conflicting personal schedule – nevertheless you need to act fast to reserve a time slot that is good for all group members. Do not make duplicate reservations as ALL of them will be cancelled.

****We reserve our rights to shift your meeting time by one-two slots before-after your selected time slot if required.**

Here are some tips for the presentation:

1) The objective of this presentation is to summarize your progress. Hence the following parts which were described in your progress report are expected to be in your presentation, of course not necessarily with the specific section headings given below. We encourage you to find your own section headings to better describe your contents. Also make sure that the time allocated to different parts reflect your project. Additionally, please make sure that you included updates, developments, progress, changes, etc. that you made after the submission of the Progress (end-of-semester) Report. Below is the part we had to inform you on the contents of your report – hence it is in italics.

1. *Brief system description*

Provide some general information about the company and describe its service/manufacturing system. A relatively short description will be sufficient.

2. *System Analysis and Basics of Suggested Project Work*

Suggested content:

- a) Detailed description of current operations related to your project work (“current way of carrying out operations”)*
- b) Analysis and interpretation of the data, if collected, during the system analysis.*

- c) *Problem definition and needs assessment. Use numeric results of the analyses to emphasize and/or support the assessed needs.*
 - d) *The objectives and scope of the project. Here, we ask you to specify the deliverables of your project at the end of two semesters, as decided (and probably revised later) during the proposal presentations with industrial advisors. Some details may be necessary to make your statements clear.*
3. *Literature review and sector analysis. Recall that because of your literature review, we are interested to understand how and why you have selected the approach you are taking as compared to what is available in the literature.*
4. *Proposed System (Methodology)*
Suggested content:
- a) *Inputs and outputs of the proposed system (“suggested way of carrying out operations”)*
 - b) *Major components (subsystems or elements)*
 - c) *A simple flowchart that schematically describes inputs and outputs, and the relations between the major elements of the system would be greatly beneficial. (This will provide the conceptual model of the system)*
 - d) *Detailed description of the models/policies that you have developed for the entire system or for each element of the system*
 - e) *Solution approaches – may not be complete. Nevertheless, for those which are not complete, make sure that you give sufficient details.*
 - f) *Verification of the solution approach(s) – Describe the results and/or how you plan to verify.*
5. *Project Plan*
- a) *The summary of project plan that you have followed throughout the first semester, including the progress made after the proposal stage*
 - b) *The suggested plan to compare the current system (as is) with results of your proposed approach with the current system inputs (validation). Details including measure (or measures) of comparison, values of these measures in the as is case, details of the data to be used is expected to realize your plan. (* - Please, see the footnote.)*
 - c) *The project plan for the next semester including: Work packages should be determined; Responsible team member(s) should be determined for each work package; Timetable indicating when each work package should be completed*

2) Presentations and the meeting will be in English.

3) The time we expect you to spend on your presentation is 10 minutes, at most. Moreover, the total time allocated to a group for these meetings will be 15 minutes. Make sure that you present considering the objective stated in (1).

We want you to complete your presentation with a detailed time plan of the project – when are you expecting your main activities to be completed. Of course, we expect this project plan to be updated from the one available in your Progress (End-of-Semester) Report and/or previous presentations to include changes and refinements in the problem definition and solution approach.

4) We have a terribly busy schedule. Every group must be present in the Zoom waiting room five minutes before their scheduled time.

5) Additional issues for the presentation you will make:

- Please make sure that you present appropriate level of detail and technical content to convey your ideas clearly and concisely. Make use of visual input reinforce/communicate ideas.
- Make sure that your deliverables are stated as clear as possible with dates.
- Please, make sure that you use a professional tone of language.
- You will be asked questions pointed towards either per individual or per group. For group questions, make sure that you respond to issues raised in a consistent manner. A good practice is to determine any potential questions prior to the meeting and build a consensus on what would be your group's response. For certain questions, it is possible that you do not have an answer at that moment – do not force yourself to respond in those case, but just state that you will consider it in the future.
- Make sure to take notes of the meeting – there will be no further feedback given to you.
- Note that this is the last assessment tool we have before we submit your grades. Make sure that you prepare the presentation material adequately, rehearse your presentation, listen to the record you made and change if needed and finally prepare for likely questions (back-up slides). Make sure that you go over the document entitled “Tips on Presentations” available in the course WEB site.