

Management Presentations

The Management Questions

THE MAIN QUESTIONS

What is it?

How big?

What are the tradeoffs?

How long will it take?

What are the risks (probabilities of completion on time?)

PREPARE FOR THE PRESENTATION / PROPOSAL

What is the cost?

What are the benefits?

When can we start?

What would shorten the time or reduce the cost?

What equipment do we need?

What is the staffing curve?

What is the cash flow curve?

What checkpoints are realistic?

How will the project be evaluated?

Presentation Document

A project management presentation document should contain specific elements

Section 1: Introduction

This section should contain only enough information to introduce the project. Data included in this section might consist of scope, objectives, audience, history and author/department information. The introduction should be brief and should not detract from the major sections of the proposal that follow.

Section 2: Management Overview

This is a one-page (or less) summary of the detailed information contained in the remainder of the proposal. This section includes the purpose of the project, what problems/opportunities are or will be encountered and their suggested solutions. Alternatives considered, selection and an implementation schedule will complete this section.

The management overview should not exceed one page. Management should be able to pick out the key points and issues from a one-page overview. If they must read a section many pages long to get the pertinent data, they are likely to react unfavorably. They might prejudge the proposal unfavorably if it is too voluminous.

Section 3: Design Alternatives

This section deals with the options and alternatives considered. Data in this section includes positive and negative points about each of the alternatives. It should be a straight forward account including a cost/benefit analysis of each alternative.

Section 4: Proposed Solution

This section describes the proposed solution in detail. It includes the positive and negative attributes of the solution, as well as listing what functions the proposed solution is intended to

fulfill and how this will be accomplished. This section is a complete description and, depending on the proposed solution, can be many pages long.

Section 5: Implementation Schedule

This section fully describes the planning, scheduling and monitoring phases of the project to its successful implementation. Appropriate space should be given to the inclusion of good project management charts and schedules. Information in this section should closely relate to the project life cycle, through and including evaluation.

Appendix

This section will contain all necessary supporting documentation and exhibits.