



CODE122

Implementation Plan

Assignment Summary

For your final project, you will develop an 8-10 minute presentation pitching your plans for the implementation semester to your community partner. You will explain what you want to do, why you want to do it, how you will do it, and what you will need to make it work. You have already collected secondary, qualitative, and quantitative research for your project. Now you may have to do some more practical research into comparable activities. If you have to build a connection to make something happen, you may need to send an email or talk with someone to help you set up a site visit or make a connection. **Your presentation will also include visualizations and analyses of your research.**

Submission Information

Rough Draft

The presentation must be given the stamp of approval by submitting it to me on **xx**.

Presentation Practice

You should be prepared to do a dry-run of the presentation on **xx**.

Presentation

You will present your 10-12 minute presentation to the community partner and an audience of their choosing on **xx**.

Presentation Outline

Title Slide (1 slide)

Include a title slide to draw in your audience. It should have a title for the pitch, the names of your team members, the name of your instructor, and the CODES logo.

Your Pitch (3-5 slides)

This is the most important part of your presentation. **Your goal is to convince the community partner your plan is the best course of action, that it aligns with their goals and priorities, and that it fits within available resources.** This section should include data visualizations and analyses from the research you conducted, providing crucial evidence for your pitch. You may also share evidence from secondary sources.

Tasks and Deliverables (1-2 slides)

Break down the implementation semester into manageable parts. What are your specific activities, milestones, and products? How often will you be on a particular site? Is that site the community partner or somewhere else? What approval do you need to make tasks happen?

Timeline (1 slide)

Include a timeline where you break down the tasks and deliverables with dates.

Roles and Responsibilities (1-2 slides)

Explain who will be responsible for which parts of the work. This includes your group members, your instructor, and members of your community organization.

Resources (1-2 slides)

Provide a list of needed materials and a budget of any expenses the project might incur. Explain what the time commitment and supervision might require from the community partner, How will you cover these expenses? Why will the time commitment be worth it?

Risk Analysis (2-3 slides)

What risks or problems do you think you might run into? How will you think ahead to avoid them or mitigate them? This is another section where you might share elements of your research. Risks could include ethical issues: who could potentially be harmed, who might need to give consent?

Assessment (1-2 slides)

What does success look like? What metrics will you track to know your project is successful? This could include a survey for participants, number of people you plan to reach with your work, or another check you might run on the impact of your efforts. If you have looked at other models of assessment in your research process, cite them here.

Works Cited (1 slide)

Include a list of the sources you cited in your presentation. You may also thank people who have helped you in your research.

Conclusion slide (1 slide)

It is standard practice to include a conclusion slide to thank your audience and provide contact information

Basic Specifications

- Your presentation should include 13-20 slides.
- The presentation will be 10-12 minutes; be mindful of time.
- Each member of the group should speak at some point for at least a minute.

- Use any software you would like to make the presentation.
- The slides should consider issues of accessibility; use the accessibility checker that comes with the software you are using. At a baseline this includes using high contrast, a sans-serif font, and a design that is logically organized.
- Limit the amount of text you put on each slide! The slides should provide visual interest and a few key ideas for your audience. Use the 5/5 rule: 5 words per line and 5 lines per slide.
- For organizational purposes, include only one key idea per slide. You can also add transition slides as guides for your audiences about organizational shifts.
- Do not, **UNDER ANY CIRCUMSTANCES**, use a font under 20-point on a slide deck. Your audience should be able to read the slides from the back of the room.
- Use consistent font, font size, colors, and styles throughout the presentation.
- Be careful with your visuals; they should be clear, well-aligned on the slide, and easy to see. If they include text, it should be readable. **Do not take pictures of text from a book.**
- Proofread, proofread, proofread! Be consistent with your punctuation For example, decide whether you will have periods at the end of bullet points and then stick with it!
- **DO not, I repeat, DO NOT, read from your slides when you give the presentation. The slide deck is not there to spark your memory. It is for your audience. Have your own notes, on notecards.**

Presentation Rubric

Criteria	A Proficient Presentation will...	A Developing Presentation Will...	A Presentation Still in Need of Work Will...
Pitch and Implementation Concept	Have a clear, well-developed, inventive concept that aligns with community partner goals and resources	Have a clear, concept that aligns with mostly aligns with community partner goals and resources	Not have a concept that aligns with community partner goals and resources
Tasks, Deliverables, Timelines, Roles	Have a clear, thorough plan of action for each step of implementation	Has a thorough plan that may be lacking some detail	Do not have a through plan
Risk Analysis	Consider all likely risks and ethical considerations and had plans to mitigate them	Mostly consider likely risks and ethical considerations and had plans to mitigate them	Not consider likely risks and ethical considerations or does not have plans to mitigate them

Criteria	A Proficient Presentation will...	A Developing Presentation Will...	A Presentation Still in Need of Work Will...
Assessment	Include a detailed plan to assess the quality and impact of the project	Includes some plans to assess the quality and impact of the project but could be more specific	Not include plans to assess the quality or impact of the project
Research	Include in-depth, applicable analyses and visualizations of qualitative and quantitative research, as well as evidence from primary sources	Include analyses and visualizations of qualitative and quantitative research, and evidence from primary sources, but they could be more clearly tied to plan or further elaborated	Lack appropriate evidence and analysis to support the plan
Slide Content and Design	Be clear and concise with consistent imagery, accessibility, and readability	Supports presentation but could be more consistent in imagery, accessibility, and readability	Not be clear or concise or does not support accessibility or readability
Collaboration (Individual)	Have consistent, timely, effective contributions and communication, based on work and peer feedback	Have contributions but could improve on communication or contribution to group's plans, based on work and peer feedback	Have contributed only minimally, submitted work late, or did not communicate well, based on work and peer feedback
Presentation Quality	Contribute one to two minutes with clarity of content, while maintaining eye contact, an understandable speed, and a personable tone	Contribute one to two minutes but content may lack clarity, eye contact, an understandable speed, or personable tone	Contribute less than one to two minutes, reads from slides, lacks eye contact, etc.