

**MIT Sloan School of Management**  
**15.568 S05 23 April 05**

**Suggested Presentation Outline**

**I. Introduction and overview**

A. (title slide) Opening

*Brief, welcome audience, thank sponsor(s), introduce team*

B. Overview statement of project IMPORTANCE and primary bottom-line conclusion or recommendation

**II. Purpose, Objectives and Scope**

**IV. Approach and Methodology**

This sections should cover what you initially planned to do and how. If however there were any changes in your project plan please briefly cover how the changes affected your approach and methodology.

**V. Findings**

Statements of fact from the literature or data; carefully not stated as conclusions or opinion or inference.

**VI. Analysis and Conclusions**

Inference, results of numerical analysis of findings, generalizations from findings. Should reflect uncertainties where the data/findings are not sufficient to support strong definitive statements. Hypotheses where possible to make them and no conclusive statements can be made.

**VII. Recommendations and Next Steps**

Distinctive, clear statements of action to be taken. Begin every recommendation with an action verb form, EG: "Assign...", "Take immediate steps to...", "Conduct further study before proceeding to...", etc.

**VIII. Summary Message and Observations**

As part of the observations make sure to include a slide with lessons learned in terms of IT management. In other words, if you were to repeat the project but this time as the manager of the team what would you do differently and why?

**IX. Questions and Comments**

Make sure you have extra slides with supporting material that will help you in handling some of the questions.