

Scope of Work Peer Presentation Guidelines

What is a scope of work peer presentation?

The student consultant presents and leads a discussion of the consulting situation of ANOTHER consultant's work.

What are the goals of the presentation?

To identify and present information about the consulting situation in order to identify strengths and weaknesses in the consultant's approach in regard to accomplishing the consulting goals of the class (i.e. increase capacity, sustain the increase, expand vision for using technology).

What are the benefits of this exercise...

to the PRESENTER?

ANALYSIS PRACTICE: In the process of preparing the presentation, you will identify the relevant information needed for listeners to understand the consulting situation, e.g., what the partnership is trying to accomplish and how the approach is expected to lead to expanded capacity. This gives you practice that will help you improve your own consulting analysis.

COMMUNICATION PRACTICE: This gives you practice in determining what information to communicate and how to communicate it succinctly in a short amount of time. This practice will help you in preparing for the Final Presentation as well as preparing the Final Report.

to the CONSULTANT whose situation is being presented?

IDENTIFY STRENGTHS & WEAKNESSES: *When you're knee-deep in alligators, it's hard to remember your goal was to drain the swamp.* While you are in the midst of a consulting assignment, it is difficult to get the distance needed to see the strengths and weaknesses of your own consulting situation. As your colleague presents the information from your consulting work and as your peers discuss it, you have the opportunity to note where information is missing, misunderstood or not clear and where your approach, and expected outcomes may need improvement. Likewise, you'll hear where the information is clear and right on task. Take note of what others say. Use that information to improve your own analysis.

What to Prepare and Bring

- Prepare 1 page for presentation based on criteria on the next page
- Bring a copy for each peers and mentor
- Prepare to lead the discussion
- Submit your 1 page document via Canvas before class

How to Peer-Present the Scope of Work

ABOUT THE ORGANIZATION – 3 minutes

Give a brief overview of the community partner and organization as contained in their About The Organization section. Remember that all of your peers and your mentor have read the document in preparation for the meeting. Therefore this is meant to be a reminder of the key aspects of your consulting context.

PRESENTING THE CASE FOR THE SCOPE OF WORK – 5 minutes

Present their consulting situation QUICKLY, in 5 minutes. This means you need to be **prepared** and **practice** your presentation of the case **before** presenting. Taking over 5 minutes to present the consulting situation leaves too little time for discussion.

Outline in broad strokes:

- Describe the problems/opportunities
- Why are these problems/opportunities the focus
- Describe the proposed approach to address the problems/opportunities.
- What do they expect to accomplish
- What is the expected benefit

This is basically the outline of the Context Analysis report, but in brief, succinct, oral form. Do no rehash the complete report, rather take out the most important points and **don't go over 5 minutes!**

DISCUSSING THE SCOPE OF WORK – PEERS AND MENTOR - 8 minutes

The peer presenter will then lead a discussion of the Context Analysis, around a series of questions. All members of the group should participate in the discussion. The presenter must come to class with answers to these questions prepared, and you must present the questions and your answers to start the discussion in each set of questions.

The focus of this discussion is to find ways to improve the description, the analysis, and the planning. Consequently, the discussion focuses on weakness and how they can be improved. It does not focus on everything that is already going right (and hopefully most of the document is already going right). It is important, therefore, that the presenter, the consultant, and the other discussion participants speak supportively and respectfully of each other, even while discussing weakness and problems with the consultant's work. It is a good strategy to always speak of the report, the document, or the Context Analysis, and not of the consultant him or herself. It is better to say "the argument that the new information system will save time is not convincing" as opposed to "you are not convincing in your argument that the information system will save time."

Here are the questions that you must answer:

- What works well: (about 2 minutes)
 - What are the 2 biggest strengths of the Context Analysis? (Always start with a nod to that which is already working well in the document.)
- Clarity of the situation description: (about 4 minutes)
 - In the description of the consulting organization, what information is missing?
 - What additional information should be provided?
- Robustness of the case: (about 5-8 minutes)
 - What are the weakest 2 argument points supporting each major tasks.
 - What would you need to see added in order to believe the argument?
- Risks in the approach: (about 5-8 minutes)
 - Why are you glad that this is not your project?
 - What 2 things are most likely to go wrong with each chosen approach?
 - What alternative approach would you use, or how would you alter the chosen approach?