Guidelines for Demos

Main Library: Jones Room
8 December 2009
4:00 – 5:30 pm
Prep time: 3:30pm
Schedule

• Before 4 pm
  – Pre-load web pages and/or demo locations
  – Double check connectivity
  – Pre-load slides for presentations

• Introduction (by me) ~ 5 minutes

• Presentation x 3 @ 20-25 minutes each
  – Background (5-10 min)
  – Product Demo (~10 min)
  – Q & A (~5 min)

• Thanks to audience (by me) < 5 minutes
3-Part Presentation

• Background (5-10 minutes)
  – Sponsor
  – Product Development Process
  – Status of Product

• Demo (5-10 minutes)
  – Provide a demo URL to audience
  – Go through each user story
  – Explain non-compliance and/or missing features
  – Discuss design decisions

• Q&A (5 minutes)
  – Audience includes product customers
  – Make answers as understandable as possible
Background

• Sponsor
  – Who was your main contact for the project
  – How often you met with the sponsor
  – How communication was handled with the sponsor

• Product Development Process
  – Statistics
    • Number of user stories (or Use Cases)
    • Number of developer points (or Actions/Functions)
  – User Stories
    • General, descriptive summary
    • Narrative approach

• Product Status
  – Ready or not for delivery
  – Known issues

Emory University CS-584/Fall'09
Demo

• Provide a demo URL to audience
  – Caution: Not all products have a usable demo URL
  – You should provide a bug-reports email address
    • Audience will try your URL
    • More users = more bugs found
  – Tell audience that questions will be taken at end of demo
    • This will reduce side-bar discussions and help keep you on track

• Go through each user story
  – Demonstrate how the software performs each user story
  – You can explain parameters (min/max values, e.g.) while you demo
  – Show compliance with any implied requirements

• Explain non-compliance and/or missing features
  – If software only does part of the story, explain why
  – Be clear if issue is lack of time to complete or if it is due to incompatible requirements
    (or some other reason)

• Discuss design decisions
  – If requirements forced a specific design implementation, mention it and say why
  – If the design is flexible and can be further tweaked, explain if easy or hard to do
Q & A

• Sponsor may participate in the Q & A
  – Library operation-specific questions may be best answered by sponsor
  – They will know deployment schedule (I think...)

• Be clear and to the point

• Don’t argue with questions
  – Say “thanks” if critique or suggestion
  – Note that project is in Library’s version control repository and available for further development
  – Project will not be “orphaned”

• I will probably close out Q&A period for each group