

Final Project Timelines and Goals

Day 1: Choose a format for your project and view past examples in Wendy's office.

Decide on an outline - what topics will you discuss? what research proves your points are correct? in what order will you present your topics? Research lead times, pricing, and accepted formats for local print shops.

Goals: Create outline.

Discover printing businesses, plan your submission according to their schedule.

Day 2: Create a storyboard to organize your visuals. Research and plan your visuals. Research supporting information. Write the first version of your project.

Goals: Create storyboard.

Finish research.

Write the first version of the project.

Day 3: Write the first version of your speech. Edit and finalize your project, then give it to a friend to proofread. Proofread theirs in exchange.

Goals: Write the first version of your speech.

Edit and proofread your project.

Day 4: Pick up your printing jobs from the print shop. Download a teleprompter program, if you plan to use one, and set it up according to your preferences. Edit your speech to create a final version. Proofread it to check for mistakes. Practice your speech. Record your speech and analyze your voice, phrasing, and actions. Become familiar with any technology needed for your presentation.

Goals: Pick up the printing.

Edit and proofread the speech.

Practice the speech and improve your delivery technique.

Day 5: Presentation Day. Prepare your technology, and get comfortable in the presentation room. Good luck!

Goals: Present a beautiful final project!