

Project Presentation Planner

Explain your academic or technical work as a clear professional story

1. Problem

- What problem did the project address?

- Who experienced the problem?

- Why was it worth solving?

2. Approach

- What solution or method did the team choose?

- Why was this approach selected?

- Which tools, data or frameworks were used?

3. Your Contribution

- What exactly did you own or complete?

- Which decision did you influence?

- How did you collaborate with the team?

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4. Challenge and Response

- What difficulty occurred?

- How did you investigate or respond?

- What changed after your action?

5. Result

- What worked?

- What evidence or output can you show?

- Avoid invented numbers; describe the result accurately.

6. Learning and Next Step

- What did you learn technically and professionally?

- What would you improve in the next version?

- How is this experience relevant to the role or audience?

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90-Second Practice

- Problem: 15 seconds
- Approach: 20 seconds
- Your contribution: 25 seconds
- Result and learning: 20 seconds
- Close: 10 seconds
- Record, review and remove unnecessary jargon.