

About This Example

Here is an example of a complete planning template assuming a 15-minute presentation with a 5-minute question and answer period and 5 group members.

Presentation Planning Template			
Presentation Component	Time	Presented By	Notes (e.g. slides, media being utilized)
Introduction	Start – :30	Group Member 1	Slide 1 (title slide) being displayed
Outline of Your Presentation	:31 – 1:00	Group Member 1	Slide 2 (outline slide being displayed)
Summary of Your Recommendation	1:01 – 2:00	Group Member 1	Slide 3
Analysis	2:01 – 8:00	Group Members 2 and 3	Slides 4 – 9 Media clip played during slide 6
Alternatives and Decision Criteria	8:01 – 11:00	Group Member 4	Slides 10 – 12
Recommendations and Implementation Plan	11:01 – 14:00	Group Member 5	Slides 13 – 15
Conclusion	14:01 – 15:00	Group Member 1	Slide 16
Question and Answer Period	5 minutes total	All Group Members participating	Additional prepared slides ready in case a related question is asked.