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

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