

CASE STUDY EXERCISE: PRESENTATION

Group Project: Planning Needs Assessment, Monitoring or Evaluation for the Case Study

(Guidance for Preparing and Delivering the Presentation)

MATERIALS:

Group Project Overview

Case Study Description

Case Study Summary Worksheet

Worksheets: Needs Assessment Plan

Worksheet: Monitoring Plan

Worksheet: Evaluation Plan

Performance System Plan

INSTRUCTIONS:

Over the last few days you have been working on the different pieces of the Group Project. At this time, work together with your group to prepare the presentation you will give to the rest of the class to discuss the highlights of the needs assessment, and evaluation plan or monitoring plan you have developed for the case study, as well as the performance system.

Please make sure that you follow these guidelines for the presentation:

1. Plan to have the presentation take about 10 minutes, with 5 minutes for questions and answers
2. You can assign one person to be the representative for your group to deliver the presentation, or you can have several people participate in the presentation.
 - a. If you decide to have several people participate in the presentation, please make sure that the roles of each presenter are clear (for example, participant A presents on the needs assessment plan, participant B presents on the monitoring plan).

3. You can prepare your presentation with or without PowerPoint depending on the availability of technology (ask your facilitators). If you choose to do a PowerPoint presentation, please make sure to save the file on a USB Key, so that we can be as efficient as possible when transferring between the different group presentations. If you do not use PowerPoint, feel free to use flip-charts and markers to identify key points of your presentation.
4. Because of the short amount of time for presenting, please focus on key points. Details can be provided in hard copy materials or PowerPoint slides.
5. Please make sure to include the following in your presentation:
 - a. Introduce group members
 - b. Overview of your group's topic area within the Case Study
 - c. Summary of your group's Needs Assessment Plan
 - d. Summary of your group's Monitoring Plan or Evaluation Plan
 - e. Summary of your group's perceived Strengths and Challenges of your proposed plans (for example, *strength* = the evaluation plan includes the collection of data that can be used for other projects, or *challenge* = it may be hard to get accurate information for the needs assessment).