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## **Team Presentation: Organizational Proposal**

For this assignment, you will deliver a presentation and send an email invite to the class using Blackboard. This presentation will be the basis for your final written course project later this semester. Presenting it to the class at mid-semester will allow you to get feedback and refine your content before writing it into a formal major report at the end of the term.

### ***Proposal Presentation***

In teams of five or six students, create a 15-minute proposal presentation to recommend a feasible change at our organization (St. Edward's University). The change you recommend should improve some aspect in processes, procedures, products, people, or structure based on your assessment of current events, policies, or infrastructure at our organization. For example, you could research and recommend a change to topper tender policies, parking policies and facilities, study abroad procedures, dining facilities and pricing, registration system, student life events, or any other area where you feel there could be operational improvement. You must use PowerPoint or some other professional presentation software available to you as a team.

Your presentation must do the following:

- Identify the problem and its scope (why is the current system inefficient or needing improvement)
- Describe in detail the recommended change and why it would be beneficial or improve the current system at this time, etc. (cite sources if possible to substantiate the changes you are advocating)? Who will the change impact? Who will it benefit? Who will it disadvantage if any? Why do the overall benefits outweigh any negatives?
- Include an estimate or projection of what it would cost to make the change (monetary, materials, staffing hours/additional employees) and provide a projected itemized budget for these costs.
- Provide a timeline of when and how this change could be implemented (on a specific launch date, in several phases, starting with one particular student population and then phasing in the rest, or some other implementation strategy)?
- Provide a persuasive pitch for why the time is right for this change and why it is beneficial for St. Edward's as an organization, etc.
- Respond to audience questions during a Q&A session after the presentation (Q&A time does not count as part of the 15-minute time requirement).

As a team, you decide how to delegate the workload (research, PowerPoint design, etc.); however, all team members must have equal speaking and presentation time during the presentation and all members must be present/participate in the presentation for the team to receive credit. \*It is helpful to assign a team leader or manager for the group early in the process of preparing for this assignment.

### ***Email Evite Using Blackboard***

On a date specified by the instructor, send an email invite to the class using our Blackboard email link under tools in our Blackboard site. Here is an example of an email invite:

Hello classmates,

Our team has created a proposal for St. Edward's University in regard to adopting green roof technology. We carried out in-depth research about this new eco-friendly technology to determine if it is something this organization should further research and/or invest in.

We would like to invite you to a 15-minute presentation regarding this proposal Monday 2<sup>nd</sup> of November 2013 at St. Edward's University, in Trustee Hall Room 305, starting at 2:00 pm and we would very much appreciate your attendance and feedback. Please bring any other organization members you feel would benefit from this information. There will be a short question and answer session after the presentation.

Thank you for your time,  
Team member names here