Tips and Checklist

Each team's presentation will be evaluated on HOW WELL it is aligned to the award criteria (how well the team responds to the clarifying questions. Section 6 can be most helpful in preparing and practicing the team's presentation). The voice over narration should exactly match the contents of the notes pages.

Should we have the questions listed on the slide? Or criteria number (e.g, 1.1.1, 1.2.1 etc.) that the slide is addressing?
Make sure that the slides have the criteria number (e.g, 1.1.1, 1.2.1, etc.) on them so the judges don't have to guess which point you are addressing. This will help the judges focus on your content more than where you are in the process. If you choose to list the actual questions, be aware that they will consume a lot of "space" on the slide, making it harder to share your message. This could cost you points. Also see next Q & A.

Should we have animation?
The team should do whatever they feel best tells their story. Animation that helps to focus attention on a key point is good. Too much animation can be a distraction. Keep in mind that the judges will be looking + listening + writing. If an animation covers up one key piece of information to focus on another, then some of the judges may never see your first key bit of information. This can hurt scoring. Any animation should enhance the message; never hurt it.

Should answers to the questions be blatantly written on the slides?
See answer to …"Should we have animation?"

In addition, the goal is not to address the questions. The goal in responding to the questions is to make sure the Criteria items are properly addressed. Focus on the criteria. Use the questions to be sure what you are saying/showing covers the criteria requirement. Responding only to the questions may make for a choppy presentation. Using the questions to speak to the criteria will allow the teams to tell their story. The order of the criteria is there for a reason...it follows a typical path for most projects, building off criteria along the way. Also, many of the criteria link together...some more obvious than others. The reason for the presentation is for the team to share how they executed their project, showing evidence of addressing the criteria all the way through. Receiving higher scores ('Exceeds') will require the team to do a lot more than just answer questions.

Is it important that the judges can see the details on screen shots, charts, etc…?
If they support the message the team is trying to convey and are explained appropriately to support the message, ABSOLUTELY. Well-designed graphs with appropriate narrative can often provide a better description then mere text being read...these also leave images in the judges' minds that may be easier to connect later. Furthermore, the team needs to decide the 'message' of each slide.
If the message is, 'we used lots of different tools', then overlapping Pareto's, control charts, process maps, etc., where the details are unreadable, is no problem, as long as the type of tool is discernible.

If the message is, 'from this you can clearly see that our biggest problem was…,' then the judges should be able to see and understand that.

If the message is, 'our process was a mess,' then an unreadable Spaghetti chart that shows lines crisscrossing in every direction very much supports the message.

The slides and spoken words need to mutually reinforce each other and convey a single message.

Tips for ensuring that the voice over file size stays within the 50 MB size limit

Please make sure all visuals are reduced to the smallest size readable (see links below) and the voice recorded the same (only listenable- you don't have to select the highest quality audio recording). This should help reduce your file size.
http://www.wikihow.com/Reduce-Powerpoint-File-Size

http://office.microsoft.com/en-us/powerpoint-help/reduce-the-file-size-of-a-picture-HA010192200.aspx

http://powerpoint.wiziq.com/topic/504-6-tips-to-reduce-the-size-of-your-powerpoint-file

http://office.microsoft.com/en-us/powerpoint-help/compress-your-media-files-HA010382163.aspx

FINAL CHECKLIST BEFORE FILE IS UPLOADED – Please ensure that:
- Voice over file is in Microsoft PowerPoint format
- Presentation is aligned to the ASQ ITEA criteria
- Audio volume is consistent throughout - some teams start with a normal speaking voice and then fade off towards the end of each sentence
- When on slide show view, it plays automatically
- The notes pages content EXACTLY match the "voice over narration"
- The narration does not exceed 45 minutes (lead judge will stop the presentation at 45 minutes). This is done to be fair to all teams. This is also why the voice over narration has to match the speaker notes in the voice over file.
- File size does not exceed 50 MB.

Please e-mail _____if you have any questions or concerns. Thank you.