



LONG TERM PROJECT: PRESENTATION PLAN

Your Long Term Project is due no later than Friday, September 14, 2012 and you will be presenting this project at the graduation ceremony on September 15, 2012. There is a 5 minute time limit for your presentation.

This is a form to help you plan what to hand in for your final project and also to help you plan your presentation. If you already have developed a plan for your presentation you also may want to review these points to see if you are covering these areas. You can write on this document and use additional paper if needed.

Finishing Your Long Term Project

By now you have completed, or have only one or two more things to do for project.

Make a list of what you have done so far.

Write out all that you have done. By writing this out you will be able to identify things you still need to do. It will also help you plan your presentation.

What still needs to be done?

You have only a few weeks left to complete your project. Be sure you know exactly what is left to do and make a schedule of when you will do this so you can present your project at graduation in September.

With whom to do you need to meet?

Name the person or group, phone or e-mail contact, and who you have already talked to there.

What exactly do you need to do/talk about with him or her?

Write out your questions or make an outline on a separate piece of paper of what you want to discuss with this person if you haven't already done this.

Name the date(s) you would like for an appointment or phone conversation.

What is your plan if this person/organization can't be reached?

Is there someone else who you will contact? If not, how do you plan to go forward without this?

What is the date on which you will have completed all your work?

If work cannot be completed by graduation, give the date of the final work you need to do anyway.

Planning Your Presentation

How will you present this? At graduation you will speak to our audience about your project, what you have done and the results. You will tell everyone about your work.

You may have developed a written report and for the presentation you will talk about what is in this report. If you need assistance with the presentation this is the time to identify who will help and how and you need to talk with your helper so he/she knows exactly what is going to happen.

Timing: Remember that there 5 minute time limit on this presentation. To be sure you can do your presentation in 3-5 minutes you may want to practice a few times and time your remarks. If it's longer than 5 minutes you will need to find places to cut it down a bit. If it's shorter you can tell the audience more details about your project. The presentation you hand in as homework can be a little longer if that is useful in presenting what you have to say.

Name: What is the name you are giving your project that describes what you have worked on?

Every presentation needs a title. Put the title at the beginning of the presentation and give your name and, if you working with other Partners on this project, give everyone's name.

Goals: What was your goal in doing this work, that is, what was it you wanted to accomplish?

List each goal. Then explain each and talk a bit about why this is important to your work. If you had difficulties in reaching your goal you can explain why and you may want to say how you could have done this differently to make it work. What you have learned as you worked on this is also important since a major goal of the long term project is to improve your advocacy skills.

Outcomes: What were the outcomes you had hoped for with your project?

This is similar to the previous question, but in this case you can talk about what you thought the results of your work would be. For example, your goal may have been to improve reading abilities of adults and the outcome could be that 5 or 10 or 15 people will learn to read as a result of the work you did.

Personal: What have been the personal outcomes? What have you learned? What skills have you acquired? How has this work made you a more effective advocate?

Changes for others: In your presentation you can talk about what you think will be the result of your work, how it will benefit a person, a program or the community.

To Hand in to DCAP Staff

What will you hand in to DC AP as your final project? This is long term homework and to get credit for this you need to hand something in.

It can be a written presentation, notes for your presentation, a PowerPoint, video, poster or something else. You need to turn in something. What you hand in must have your title and your name on the first page or on a cover page.

Attached to what you hand in as your long term project, please also hand in answers to the following:

What did you learn from working on your final project?

How did Partners' discussions help you decide the specific goals you chose for your project?

Name people or groups or organizations you met with while working on your project.

Check all the Partner skills on the following list that you used in working on your project:

- Telling your story
- Negotiating
- Understanding laws and policies
- Community organizing
- Transportation
- Housing
- Inclusive Education
- Disability History
- Independent Living
- Emergency Planning
- Housing
- Employment
- Community Organizing
- Healthy Living

How did the skills you learned in Partners help you in doing your project?

How did working with other Partners' classmates and leaders help you in doing your project?

Now that your Project is completed, what do you see as possibilities for next steps?

For example, can you expand your work to more programs, people or organizations? Can you recruit more people to support the work you have begun? Will you do more to increase your personal goals, community participation, education or independence?

How will you continue to advocate for inclusion and the rights of people with disabilities?