

## FINAL REPORT GUIDELINES

The final project presentation will be on Wednesday December 12, 2007. Each group will be given 30 min. (20 min. for presentation, 10 min. for feedback, questions, and answers). All presentations must be done in PowerPoint. All team members must participate in the presentations. The presentations will be graded for content and quality.

Your final report must include (but is not limited to) the following sections.

- **Executive Summary**
- **Problem Statement** – Describe here the issues that you are addressing, and the community that you are serving. What problem (s) have you identified?
- **The Community**
  - a. Who are they?
  - b. Their demographics (age, gender, socio-economics, where they live, etc.)
  - c. What are they needs and wants?
  - d. How do you foresee them to adopt your solutions?
  - e. How would their lives be any better with your proposed solutions, five years from now, ten years from now?
  - f. How much participation can you expect from the community and are you willing to allow?  
Contractual, Consultative, Collaborative, Collegiate.
- **The Methods**
  - a. Describe the various methods that you used to assess the community needs, respond to their needs, and will use for implementation and monitoring. Use what you learned in “Our People, Our Resources”.
  - b. How did you use the PAR, DME and other methods discussed in class? Advantages and disadvantages of those methods? Were they useful? Please document how these methods were used (problem trees, decisions matrices).
- **Stakeholders**
  - a. What other organizations are helping the communities? What has been their record? How has the community responded to any outside help?
  - b. Do you envision collaboration and partnership with other groups in addressing the long term community needs?
  - c. How do you see the other stakeholders help you implement the proposed solutions
- **Alternative Solutions Explored**
  - a. Provide descriptions of markedly different approaches your team has explored to address the identified community problems
  - b. Share the results of your team brainstorming sessions on alternative solutions
  - c. Describe your proposed solutions in qualitative and quantitative terms (drawings, design)
  - d. If you were to follow up your project after the end of the semester, what steps would you take to assure its sustainability (1 year, 5 years, 10 years).
  - e. Establish cost estimates for your solutions. Will the community be able to afford those solutions? Do they need to take a loan, be educated or bring outside consultants.
  - f. How would you use the statement by E.F. Schumacher: “*Find out what people do and help them do it better.*”
- **Reflections on your Team Strengths and Challenges**