

pTM: project Technology Management

Guidelines for
Written report and Oral presentation

Examination

“The Project course in Technology Management (pTM) makes it possible to work in project teams around a project theme. There should be about 10 students per project team. The project theme should be of international relevance and focused on both technology and management aspects.”

The examination is done by two means:

1. written report
2. oral presentation

Written report

The written report should

1. Present the subject
2. Be about 20 pages long
3. Be written in English
4. Include references to other related work
5. There are many options regarding the format of the report e.g. Formal article (with chapters for theories, methods etc), informal article (with references included in the text), one column or two columns, etc.

Written report

To think of:

1. Please describe who is your intended reader.

Example1: This could be specific company with an interest in your subject (e.g. Company1 would like to know more about IPR worldwide).

Example 2: This could be a colleague of yours who will start working in a company having a relation to your subject (e.g. X works for company2 with energy trading and therefore has an interest in the subject "the international market for Energy")

Written report

To think of:

2. Please clarify what aspect of the subject you focus on in the report

Example1: You could present the subject from a broad perspective, e.g. Giving an introduction to the investment climate in different parts of the world

Example 2: You could present only one sub-part of the subject e.g. Concerning environment and sustainable development you chose to focusing on the sub-topic water-cleaning technologies

Oral presentation

- The oral presentation should be recorded and uploaded on the course homepage.
- The oral presentation should be made for the same targetgroup as the written report. However, in addition to your target group, the intended listener could be anyone that looks at the presentation remotely through the course homepage.
- The intended listener is not your classmates in the classroom (compare other oral presentations)
- The oral presentation should be about 20 minutes long.

Important dates

- The written report should be handed in (sent to Charlotta) no later than Friday October 19th 2012.
- The oral presentation should be sent in (to Charlotta) no later than Friday November 2nd 2012.
- The oral presentation should be uploaded on the course homepage no later than Tuesday November 6th 2012.