~~270~~

51

Senior Project
How to Make a Poster and Write a Technical Report

A poster presents a concise story about your project work.

Popular for presenting

Work-in-Progress

NEW!

Fosters interaction

Great for showing

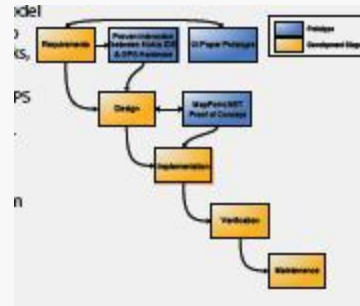- *(Experimental) results*

- *Successful and unsuccessful approaches*

- *Lessons learned*

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A poster can range from ~~simple text~~ to ~~elaborate productions.~~

sweet spot

Graphics are good

Minimize long text areas

Get the attention of the viewer so you can fill in the rest of the story

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Your poster will have information about your project's purpose, activities, and results.

- Visual aids supporting your project information should predominate
- Depending on the project, different aspects may be emphasized more than others
  - *Motivation*
  - *Background Information*
  - *Process (Methodology)*
  - *System Features*
  - *Design*
  - *Technologies Utilized (and Rationale)*
  - *Delivered Product*
  - *Future Work / Lessons Learned*

Prepare the content of your poster similar to how you prepare a paper or presentation.

- Gather the main points to be presented
- Write an outline of the main points you want to highlight
- Gather the graphics/visual aids that will supplement your points
- You will most likely have more information than you can present on the poster
  - *Refine the text and graphics to create a concise, cohesive message*
  - *Leave out unnecessary details*
  - *Use graphs instead of tables*
- Discuss your proposed poster with your faculty coach and project sponsor

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Think in terms of regions of information on your poster.
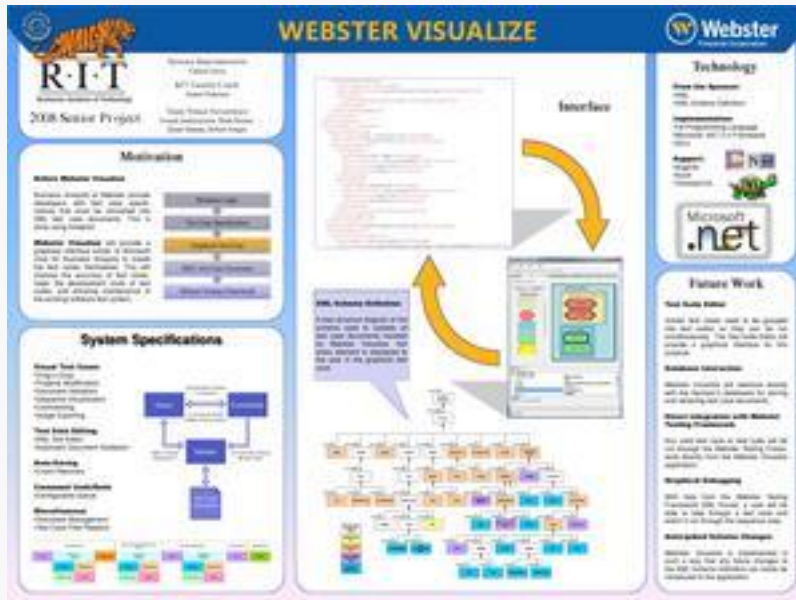
- Always attempt to keep text and graphic images as close together as possible.

- Use physical space to set concepts and headings apart

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You should make use of standard reading conventions when placing elements on the poster.

- Left to right, Top to bottom
- If this becomes impractical, use an arrangement which minimizes severe jumps.
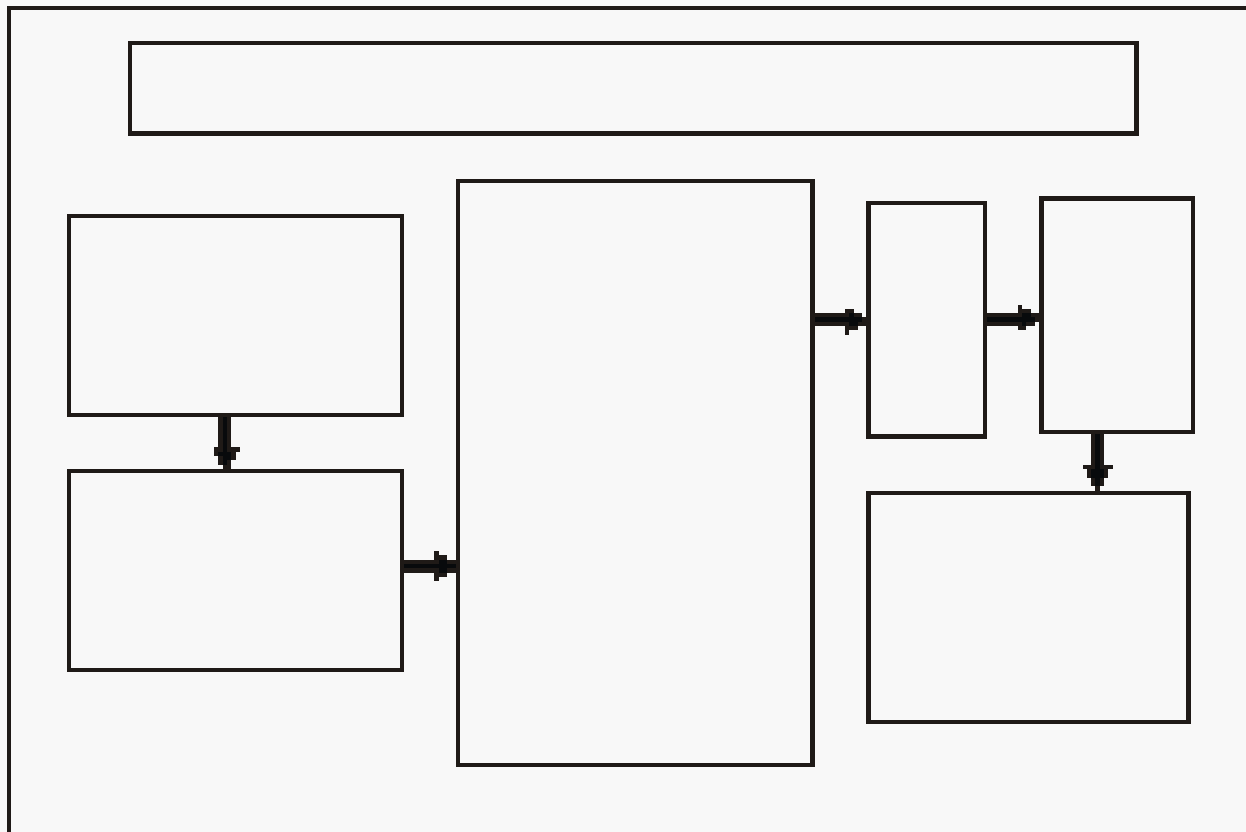
If you can not follow a standard flow you can use numbers to guide the viewer.

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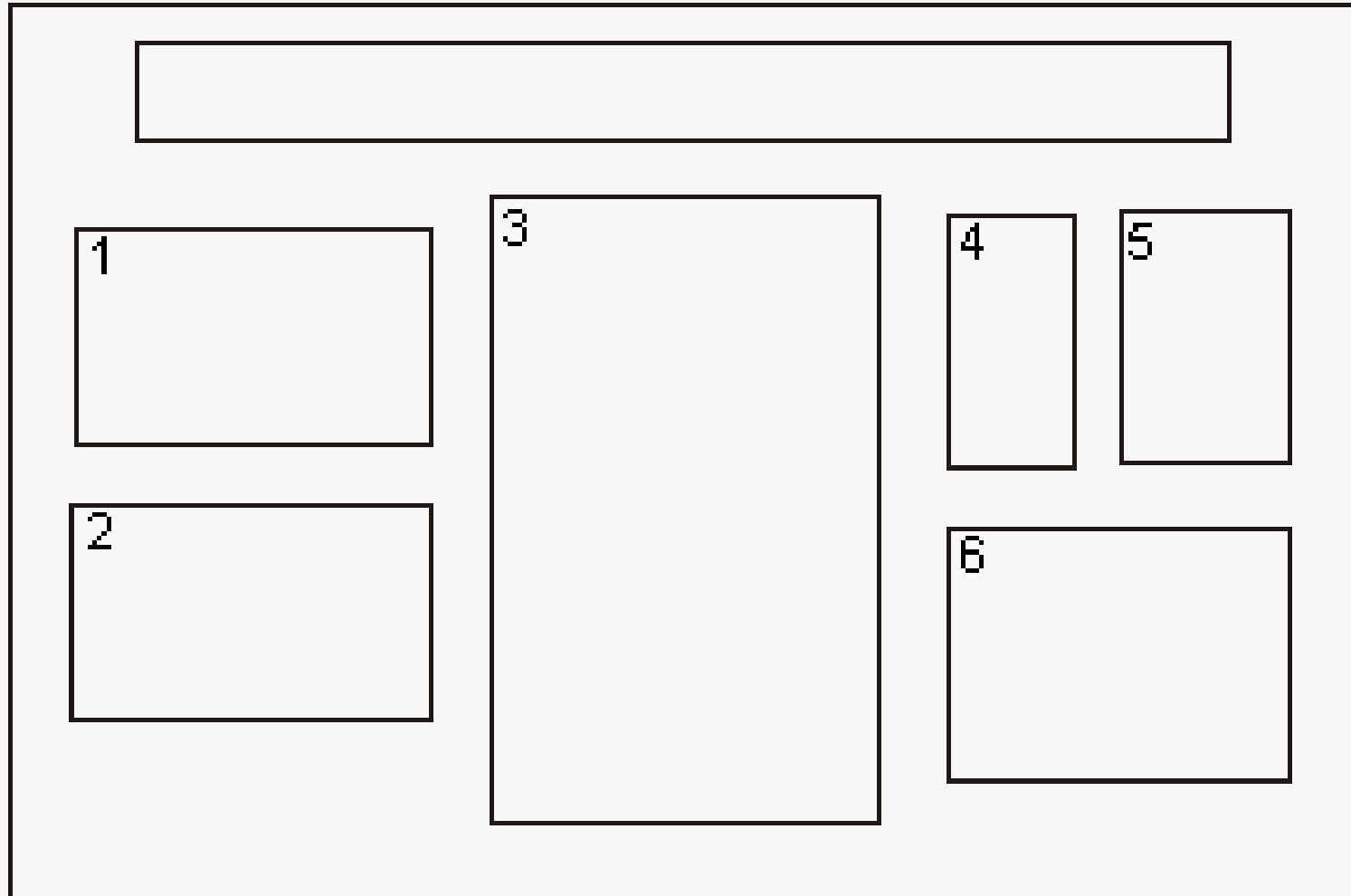
There are constraints that you should follow when making your poster.

TITLE GOES HERE 1–2", 70-140 pt ALL CAPS

Team name, team members, sponsors, faculty coach here

Senior Project - Year

R·I·T

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Sponsor logo

Content of top band is fixed. Text left and logos right. Beyond that lots of creative possibilities.

Poster size: 30" H x 40" W

Text
- Heading titles: 28 - 36 pt
- Body text: 18 - 24pt
- Line spacing: 1.5 to double space
- No more than 1/3 of the poster area

Readable from 4ft away,

ie. two deep at the poster

Graphics
- Diagrams: 8 x 10
- Graphs: 6 x 8, 8 x 10
- Screenshots: 6 x 8, 8 x 10
- Photographs: 3 x 3, 4 x 5 are good
- Screenshots are a nice addition

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Be particularly careful with your use of color.

- Be sure that the color of the background and the color of the text contrast well.

- Try to avoid overly bright colors – distracting

- Use color
  - *When it helps to demonstrate a point*
  - *As an accent*
  - *For borders or to separate regions of the poster*

- Avoid: red-green, red-black

- Best for readability: white-black

Here are two website that you can use to check color combinations on your poster.

- Color Vision (simulation of text)
  - *http://iamcal.com/toys/colors/*

- Vischeck (images or web pages)
  - *http://www.vischeck.com/vischeck/*

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There is a PowerPoint template available that is setup for a 30x40 landscape poster.

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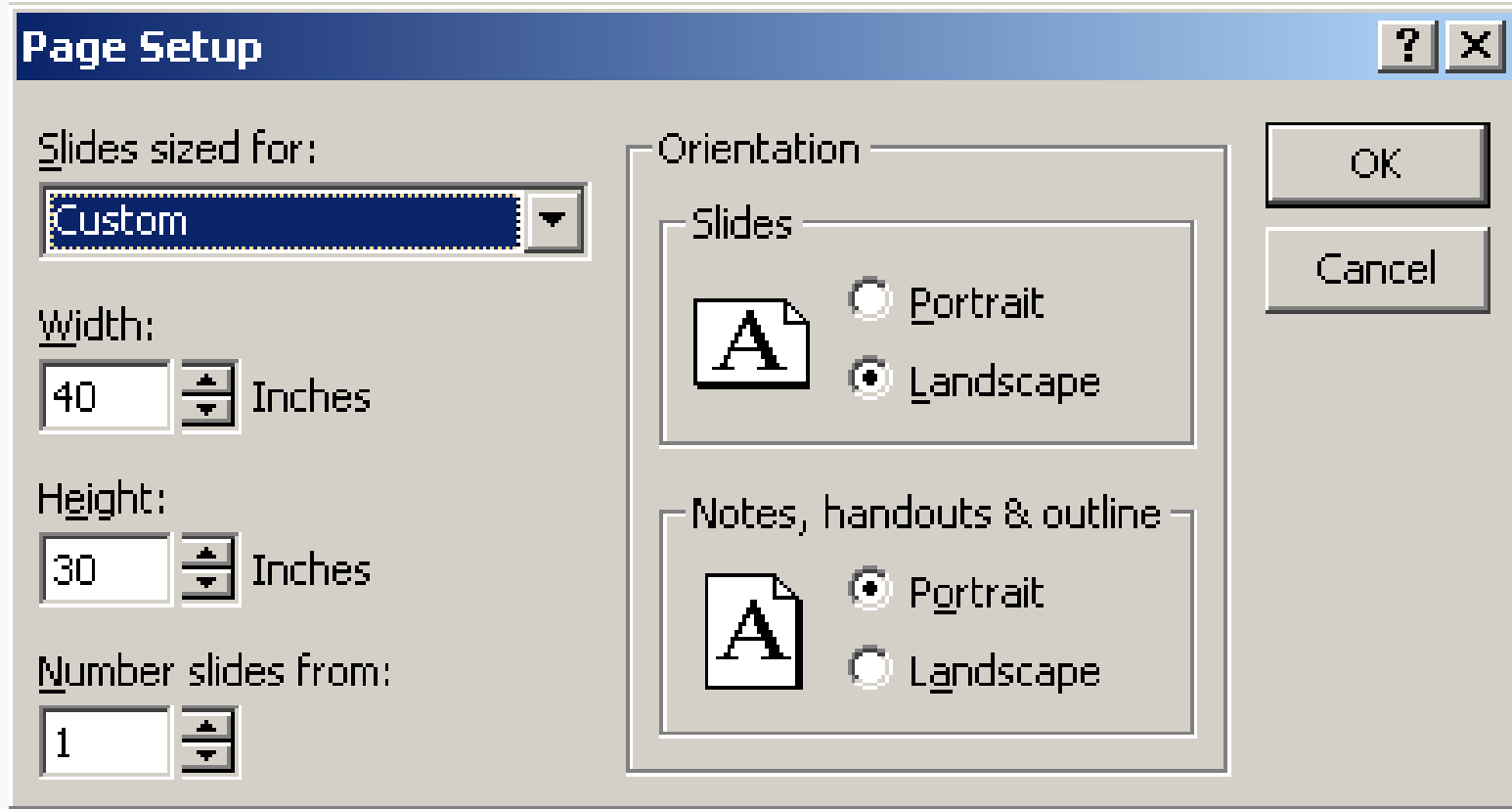
Each team will provide poster files on a CD, DVD, or USB drive.

- Put team name and primary contact on media

- Put README file in top-level directory holding team name, project sponsor, project name, and contact information for all team members

- Provide the following files
  - *Native original format, i.e. PowerPoint, Photoshop, …*
  - *Full-size PDF (30h x 40w inches)*
  - *Thumbnail (225h x 300w pixels) JPEG*
  - *Full-size TIFF, if you can easily create it full size*

- Posters will be printed & mounted for you

- Some posters will be framed and hung in the department (after the presentations)

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You will present your poster at Senior Project Poster Day in conjunction with the annual IAB meeting.

- Be prepared for "So tell me about your project."
  - *Practice your "elevator talk" reply to this question*
  - *Let the viewer's questions drive the detailed discussion*

- Two team members at the poster at all time

- Standard presentation guidelines apply
  - *Dress appropriately*
  - *Be friendly*
  - *A demo can be a nice touch*

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The faculty and IAB will judge your presentation and poster for a Best Senior Project prize.

- Several qualities considered, in general:
  - *Project Discussion*
  - *Poster Content*
  - *Aesthetic Appeal / Design*

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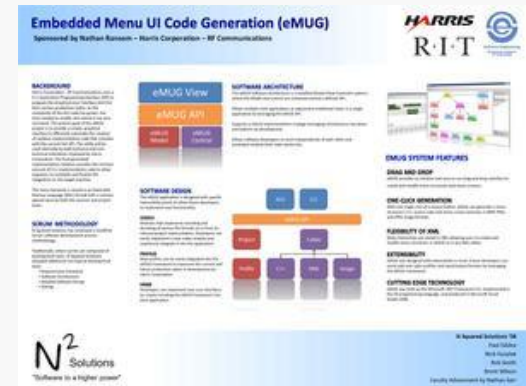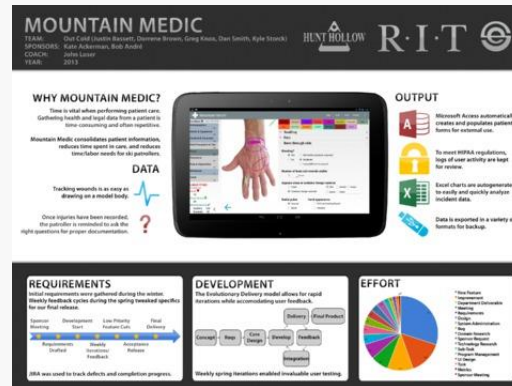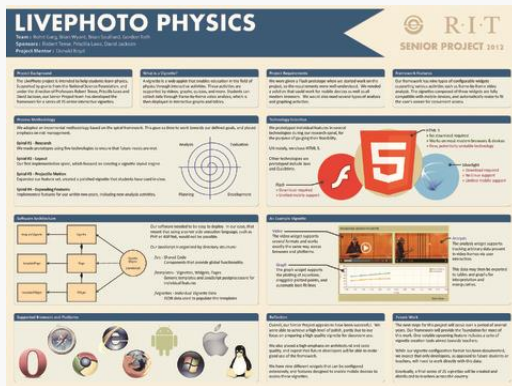
The Technical Report template outlines the topics that you will discuss.

Project Name

Team Name

Team Member 1	Team Member 2	Team Member 3
Team Member 4	Team Member 5	Team Member 6

Project Sponsor

Sponsor's Representative(s)

Faculty Coach

Faculty Coach's Name

Project Overview	**System Design**
Basic Requirements	**Process and Product Metrics**
Constraints	**Product State at Time of Delivery**
Development Process	**Project Reflection**
Project Schedule: Planned and Actual	**References**

Typical length is 15 to 20 pages.

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There are several important dates that you should remember to finish senior project.

Important Dates for Senior Project Second Term	
Ask coach	Draft project poster for review
Wednesday, 22 April, 4:30pm	Project poster media to Prof. Vallino
Friday, 1 May, 11:30am – 2:00pm	Software Engineering Poster Day, East Corridor; Senior class photo
Ask coach	Draft final presentation for review
Friday, 8 May, 12:30pm – 1:30pm	Senior Project Poster Signing Lunch, GOL 1610
Tuesday, 5 May, 4 – 6:30pm **Thursday, 7 May** **Tuesday, 12 May**	Final Presentations, GOL 1400
Ask coach	Draft technical report for review
Finals week, ask coach	Team final reflection meeting
Thursday, 21 May, 4:30pm	CD/DVD/USB drive with project artifacts submitted to department office
Thursday, 21 May, 11:59pm	Final technical report submitted to myCourses dropbox

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