



PowerPoint Planning Guide

BEFORE YOU BEGIN...

Answer these important questions before you begin working on your PowerPoint Presentation.

1. What are your goals and objectives?

What is your content? You should have your ideas and content organized before you even think about how you will present it.

2. What do you want to accomplish with your presentation?

Do you need a short, simple presentation that leaves the audience wanting to know more or an involved longer presentation that teaches audience members how to do a specific task? What do you want your audience to be able to do once they have seen the presentation?

3. Who is your audience?

What are their ages? What are their learning levels? What are their expectations? Your audience will determine how you shape and plan your content and presentation.

4. Is PowerPoint the best way of conveying your message?

After answering the above three questions, think about whether PowerPoint is still the best way to convey your content. Is there another tool that would convey your content better?

5. Where will you be delivering the presentation?

Is the location a feasible place to deliver a PowerPoint Presentation? Are there outlets and a projection screen? Internet access (if needed)?

6. What type of computer, software, presentation station will you need?

Do you have the appropriate technology to create and present your presentation?

7. What kind of handouts or resources will you provide the audience?