

# Rules for PowerPoint Presentations

## ■ Keep it Simple

- Be concise (No long sentences)
- Remember, less is more

## ■ Be Consistent

- Use proper spacing
- Use the same colors and fonts throughout

## ■ Be Professional

- Use professional colors and images
- Use proper grammar and spelling

# FedEx Freight – Forklift Problem Proposed Solution



# Agenda

- List the order of your presentation and what you will be covering (Use slide titles below)
- I.
- II.
- III.
- IV.
- V.

# Problem Statement

**Background:** *Describe the client here.*

**Root Cause:** What is the cause of doing this problem? Why is it happening?

# Expected Outcome

- What is the end result of your presentation?
- What should the audience expect by the end of your presentation?

# Plan of Action

- How did you solve the problem?
- List the steps taken

# Data

- Included specific data
- Option #'s and their distance
- You could copy a table from Excel into this slide

# Option Analysis

- Analyze your three options
- Back up the numbers
- State why each option differed and why one was the smallest

# Recommendations

- List your final recommendations here

# Further Studies

- What are some other things FedEx should consider in future problems like this?
- What are some other things you should have considered?

# Summary

- Summarize your entire presentation in four bullet points.

# Questions & Answers

