Managing by Network

Case Study Checklist

Welcome to the Case Study Program!

Thank you for considering sharing a case study in this year's *Managing by Network* class! We are excited to hear your stories of partnership and collaboration, and know that your reflections and experience will enrich our collective learning and practice.

Use the Case Study Form, linked to the Course Notebook, to share your preferred presentation dates. We will confirm your date or placement on the wait list. Should a conflict arise after sign-up and you need to reschedule or bow out, let us know.

This Checklist provides information to help you plan and develop your case study presentation. Our role as instructors is to support you in developing your story, provide feedback, post the final case study online, and facilitate your presentation in the WebEx classroom. We are happy to talk with you at any point along the way: email Anne at **anne@partnership-academy.net** or call (909.649.2897, PT)

Case Study Production Schedule

	When	What
☐	Mar 10 - 21	Sign up for a Case Study spot with this form. Share your 1st and 2nd preferred dates. Note that you can present in any webinar, not just your assigned group.
☐	After Sign Ups	We send you an email confirming your presentation date and providing details on upcoming deadlines and logistics.
☐	5 weeks prior to your session	**Case Study Outline due:** A simple summary of key points you plan to present. We will provide feedback and ideas on story development.
☐	4 weeks prior to your session	**Draft Case Study Presentation due**: A draft of your PowerPoint or other presentation material. **Case Study Prep/Review Mtgs in WebEx**: We will share feedback and suggestions related to story, length, flow and graphics. This might also involve some back-and-forth via email, and/or a phone.
☐	2-3 weeks prior to your session	**Case Study Prep/Review Mtgs in WebEx,** as above
☐	Friday prior to your session date	**Final Case Study Presentation due**: a final version of your **PowerPoint** or other presentation material. We will convert to PDF and post on the Course Notebook.
☐	Day of your presentation	Plan to log in 5-10 min early to practice presenter controls. We will load up your presentation in WebEx for you.

Case Study Presentation Checklist

You may present about a partnership or program in any stage of the life cycle.

You may use PowerPoint, Prezi, Storymaps, websites, videos or narrative as your medium.

- Plan a total of 40-45 mins: about 20 min presentation + 20 min for interactions/Q&A
- To help frame your story, we recommend including (as applies to your medium):
  - ☐ **Title** slide with your case study title, name, work title, affiliation and agency
  - ☐ A few slides with **context** about the partnership/program. This might include:
    - Purpose and intent of the partnership
    - Who are the key players, and their role
    - How the partners are working together, including overview of guiding agreements, frameworks or authorities, if applicable
    - Key actions, milestones, challenges or opportunities
  - ☐ The heart of your narrative: **key elements and messages**. Helpful frameworks:
    - What – So What – Now What? Content, value, and what's next.
    - Journalistic "W's": Who, what, where, when, how, and why?
  - ☐ **Best practices or lessons learned**, connections to competencies and what we are learning in class
  - ☐ Two or three **interactions** for engaging the group during your presentation, along with a Q&A at the end. Rules of thumb for interactions in MbN:
    - Chat box simple question & response: allow 2-3 mins
    - Calling on someone / verbal response: 3-5 mins per person
    - Poll: 3-5 mins
    - Breakouts: minimum of 10 mins for small groups of 2-3

Note on Case Study Archiving and Recordings

Case Studies are archived in the Case Study Catalog in PDF format (slides only, no notes). We also plan to record case study presentations so that our peers in this year's class can review.

However, if your case study contains sensitive information that should not be publicly posted or shared, please let us know. We have several options:

- We can exclude sensitive information from the PDF version that we share with the class and archive.
- Or, you can present the case study in class only and we will not post a PDF version.
- We will consult with you regarding the advisability of recording. We will not record without your explicit permission.

Design and Graphics Tips

- Feel free to use materials previously developed!
- Give credit where it is due
- Choose graphics that help to illustrate your story or provide context. You may also share video, interactive maps or websites from your desktop (see below)
- Manage graphics and file size (see below)
- Do an Accessibility Check in PowerPoint for 508 compliance (see next page)

Sharing videos or materials from your desktop:

- Videos: If you want to share a video as part of your presentation, we will do this outside of WebEx. Include the link in your presentation slide.
    - If you want them to watch the video as part of your presentation, we will share the link in the chat box, and have participants step out of WebEx to view individually from their desktops, then return to class.
    - Alternately, we can ask them to preview the video before class.
- Websites, Google/GIS Maps, flyovers, posters etc: We can show you how to share from your desktop as Presenter in WebEx.

Manage graphics and total file size:

As a rule of thumb, your PowerPoint file should be **5-8 MB total size**. If your file is larger, it is probably **due to graphics** (e.g., logos, pictures or maps in high resolution or PNG format).

- **Converting PNG or other graphics to JPG format**:
    - In PowerPoint, select image and right-click. Select “Save as Picture” in JPG format to your computer.
    - Again select image in the PowerPoint slide, and right-click. Select “Change Picture” and navigate to the saved JPEG version of image. Select JPG file and click “Insert.”
- **Use “Compress Pictures” in Picture Toolbar**:
    - Select an image in your PowerPoint presentation. Click on the Picture Tools toolbar/ribbon. Select “Compress Pictures.”

    - Select “Delete cropped areas of pictures” and “Document resolution” or a lower resolution (even Email is fine); click “OK.”
- **Remove all Animations and Transitions** – they expand file size and do not work in WebEx.

Accessibility Check for 508 Compliance in PowerPoint

- Use PowerPoint Templates or a consistent design.
- Use Ariel or Calibri Fonts, at least 16 pt. size
- Use the Accessibility Check tool to address Errors and check Warnings.

PowerPoint has an Accessibility Check tool to help identify accessibility issues in your presentation. To access the Accessibility tool:

1. Navigate to the **Review** tab and locate the **Accessibility** pane.
2. Select the **Check Accessibility** button.
3. Verify the **Accessibility Checker** pane opens on the right side of the document.
4. Highlight an item in the results pane to jump to where it is located in the document.

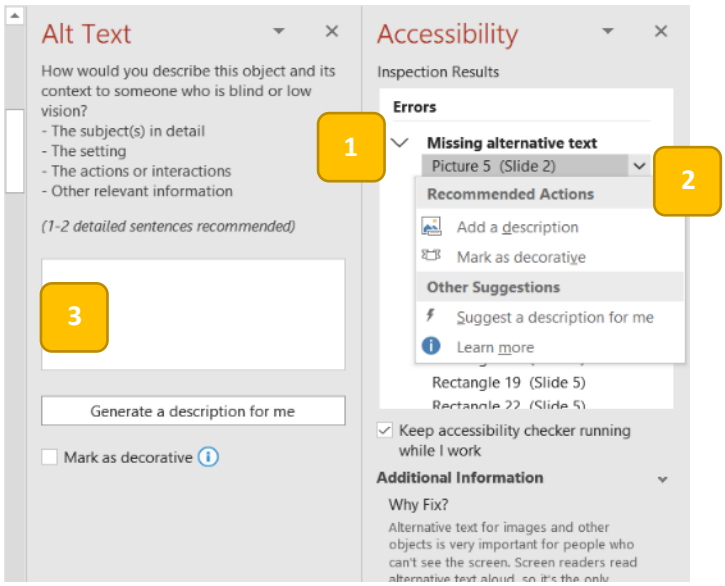
We recommend that you use the Accessibility Check tool to (A) provide Alt Text for graphics (B) provide Slide Titles; (C) check font and background contrast. Instructions follow.

A. Provide Alt Text for logos, pictures, graphs, smart art.

1. In the Accessibility Inspection Results pane, under *Errors*, click the left-side drop arrow to view graphics *Missing Alternative Text*.

2. Click on name of a graphic missing Alt Text in the Accessibility pane (e.g., Picture 5, slide 2). Click the right-side drop arrow in the Accessibility pane for your graphic, and choose *Add Description* or *Mark as Decorative* (or, go to the graphic on your slide, right-click with your mouse, and select *Edit Alt Text*).

3. This opens the Alt Text editing panel, which will remain open as you continue your work.

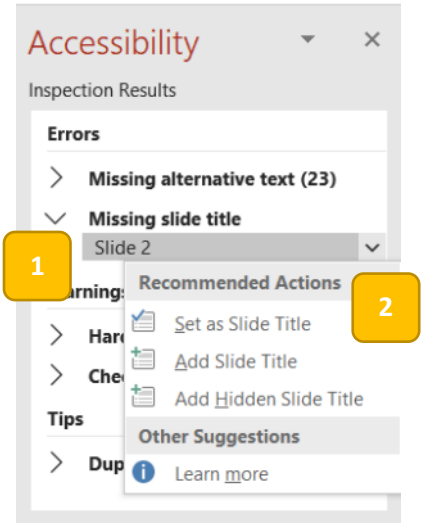


- For Images: Use Alt Text to add a description: 1-2 sentences with period punctuation.
- For graphics and shapes: Use Alt Text to either describe **or** mark as decorative.

B. Use Slide Titles.

1. In the Accessibility Inspection Results pane, under *Errors*, click the left-side drop arrow to view *Missing Slide Titles*. Click on name of a slide missing title in the Accessibility pane (e.g., Slide 4). This will take you to the slide, and any selected text that might be used as the slide title.

2. Click the right-side drop arrow in the Accessibility pane for your slide, and select the option you wish to use (*Set as Slide Title, Add Slide Title, or Add Hidden Slide Title).*



C. ***Optional*:** Under *Warnings* in the Accessibility Inspection Results Pane, check *reading order* and *hard-to-read text contrast*, and manually adjust.