Opening the presentation

Who

My name's [...] and I'm responsible for [...]
Let me tell you something about myself [...]
You may know me already [...]

Why

Today I'm going to talk about [...]
My purpose today is [...]
I'd like to tell you about our new process
Today I'm going to give you an update on our latest project
What I'm going to do today, is to give you [...]

What

I'll be talking about three main points
I'll start with, then and finally [...]

How

There'll be about five minutes at the end for questions
At the end of this talk, we can see a demonstration of [...]
There'll be a short coffee break at the end of my talk before we [...]
I'm going to speak to you for about fifteen minutes and then [...]
I'll be handing out notes at the end