



CentraleSupélec

Artificial Intelligence Hub

# Guidelines for pre-study report + MVP

## What is a pre-study?

The pre-study is one of the very first phases in design projects. It allows "notably to have all the elements to prepare the project specifications. It precedes" naturally the design phase.

The pre-study is also a feasibility study of the project that has been requested and therefore requires an understanding of the problem posed.

## Report

You must write a report of a few pages in a font size of 11pt or 12pt. Your report must follow the following plan.

### I/ Introduction

The introduction should include several parts:

- 1) Presentation of the client and the company (what is the company's field of activity, what is the role of the client in the company...);
- 2) Problem posed and expected benefit for the client.

### II/ Project Structure

In this section, you will present the project's feasibility by describing:

- 1) The description of the MVP and deliverables: in what form (documented code, report?), content/features, delivery dates.
- 2) The current planning: breakdown of your project into tasks and subtasks, responsibilities of tasks, start and end dates. The Gantt chart provides an overall view of planning, but a task-by-task description is necessary. Also indicate how often frequency you meet with your client and how often you work in a group.
- 3) Risk analysis: The risk matrix is usually part of the reports but a detailed description of the risks and means to solve them if they occur is expected.

### III/ State of the Art

In this section, you will briefly describe the existing work that is closely related or remotely related to your project. It is not about making a list or catalog of existing articles, but rather "take a step back from all your readings and try to identify families of" methods, applications, etc.

You will make sure to properly cite your sources.

### IV/ Team Structure

In this section, you will distinguish:

- 1) The group description: indicate the main role of each member.
- 2) Collaborative tools : indicate the software tools or others that you use to collaborate within the team and with the client. (indicate the address of your git).

## V/ Conclusion

It should indicate the next steps in your project.

The report is to be sent by email at least 48 hours before the defense date indicated on Teams,  
with for object « Pole 10: pre-study 1A- Group Group at addresses:  
wassila.ouerdane@centralesupelec.fr and jean-philippe.poli@centralesupelec.fr. Also put it  
P10.S6.XX»,  
also on the Teams channel in Files/Intermediate defense.

## Assessment

Your grade will be based on:

- of following instructions and deadlines, particularly for the report; -
- of your understanding of the problem posed by your client; -
- of your client's satisfaction.

Additionally, various penalties (personal or for the group) will be taken into account, for example failure to submit the requested documents?