**The Data Mine Project Charter Template**

*This is a suggested project charter template for projects in The Data Mine. Feel welcome to use how you see is best suited for your project. Additional Agile Project charter resources can be found via* [*Agile Alliance*](https://www.agilealliance.org/glossary/project-chartering/) *and* [*Scrum.org*](https://www.smartsheet.com/content/agile-project-charter)*.*

**Project Information Required\***

1. Project name: [*Name of the project.*]
2. Project description: [*Brief overview of the project*. *You could reference the project description slides.*]
3. Corporate Partner Mentor(s): [*Who is the point of contact for this project? (Short Bio and email)*]
4. Subject matter experts: [*Other people assisting project (Short Bio)*]
5. Project purpose statement: [*Why is this project important?]*
6. Project objectives: [*Goal of this project via a couple of clear objectives.*]
7. Data description: *[Data type (csv, image, video, etc.), Purpose of data, data acquisition, any preprocessing of data]*
8. Glossary/Terminology: This includes new terms that have come up during the design of the project that might not be well known.

**Student Roles & Responsibilities**

The most successful teams have clearly defined roles and responsibilities. These may be rotating roles throughout the semester, but this area is a starting point of discussion. List essential roles/responsibilities for team members of the project. Examples include project manager/scrum master (this should be the TA), data visualization specialist, front end developer, etc. For more information and ideas, please see this document, [Student Team Roles and Responsibilities](https://purdue0-my.sharepoint.com/:w:/g/personal/hoeinge_purdue_edu/ERNsJ1V8-m5ImsTG3ZROmCoBhvY0PjkADByJhUlNsYf5Hg?wdOrigin=TEAMS-MAGLEV.p2p_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1714756928704&web=1).

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| Role | Responsibilities |
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**Sub Team Breakouts:**

Is there front-end and back-end development? i.e., the Data Visualization team, the Machine Learning team, etc.

**Project Scope: Required\***

1. Define the limitations of the project. [*What is included and excluded from the project?*]
2. Identify key stakeholders of the project. [*Who this project impacts*]
3. Product Deliverables. [*State the desired outcome of the project.*]

**Technical Requirements: Required\***

*This is a non-exhaustive list of questions to consider as you scope out the technical needs of the project. Additional resources are in The Examples Book:* [*https://the-examples-book.com/crp/mentors/data-science-project*](https://the-examples-book.com/crp/mentors/data-science-project)

*2 Main Questionsà*

*What data are you using?*

*Where are you going to put it?*

*If you want maximum Data Mine support à host on Anvil!*

*Other considerations*

* *Dashboarding*
* *Website Development*
* *Specific Applications*
* *Coding Languages*
* *Algorithms*

*Note 1: The Data Mine does not host production applications. If you'd like to host the application that the students build, it will be your responsibility to set up the framework. The Data Mine is happy to help if you have any questions.*

*Note 2: Social media scraping is a very fragile process and is actively disrupted by the host companies. If students focus on these types of projects, they may encounter major challenges.*

*Note 3: Dashboarding apps, like Power BI and Tableau, are easy for students to access, but publishing often requires a paid license. The Data Mine will not provide these paid licenses, and it's important to consider as part of the project planning.*

**Background & Preparation: \*Required\***

1. What material should the student review to understand project? Please provide relevant links here including video, literature, etc. This content will be expected of the students to review during the first ~2 sprints (4 weeks).
2. What project management tool do you prefer? [*Default: Microsoft Teams, if the company has a hosted tool, then that is allowed; otherwise, Kanban must be on Teams.]*

**Documentation \*Required\***

1. What are your documentation expectations?
   1. Students will do technical Specifications as part of their Professional development.
   2. Documentation Format *[Wiki, Github ReadMe, Google Docs, etc]*
      1. *Do you want the students to keep up their Github Repo?*
   3. Documentation Frequency *[Every Sprint]*
2. What are your code management expectations? *[The Data Mine can support the management of a Github repository at your request]*

**Data Security & Boundaries: \*Required\***

1. Are there any sensitive data? (specific classification – this is included on the sponsor acknowledgement). What type of data will your team work with? [public, private, internal, etc]
2. Does your team have any proprietary code that is owned by the company?
3. What data security guidelines do you have for your team?
4. Limitations on what data can/can’t be used for.

**Implementation Plan: \*Required\***

* Provide a roadmap/timeline of how the project will be executed.
* Outline key milestones and objectives for the team to create.
* Please budget time for team bonding and student learning

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| The Data Mine Corporate Partners Fall Roadmap | |
| Sprint 1 | Background and Introductions – assign background reading and research for the student team |
| Sprint 2 |  |
| Sprint 3 |  |
| Sprint 4 |  |
| Sprint 5 |  |
| Sprint 6 |  |
| Sprint 7 |  |

|  |  |
| --- | --- |
| The Data Mine Corporate Partners Spring Roadmap | |
| Sprint 1 | Introduce New students to project and Refresh team on current status |
| Sprint 2 |  |
| Sprint 3 |  |
| Sprint 4 |  |
| Sprint 5 |  |
| Sprint 6 |  |
| Sprint 7 |  |