ST662 Topics in Data Analytics
2020-21 Semester 2
Project Guidelines

Students will complete a project in groups of 5. Students will be assigned to a group and to a project. Each group will prepare a project report and one group member will present the work at the end of the term. Each group member will prepare a statement of their own contribution to the project, this task is done individually, not as a group.

Assessment

- 60% Project report

- 20% Project presentation

- 20% Project diary

Important dates

- **Monday 8th March:** Students assigned to a group and given a project.

- **Sunday 25th April, before 5pm:** Each group will upload all relevant electronic files (project report, project diary, data, code) to Moodle. This needs to be done only by one individual in the group. All individuals should upload their own statement of contribution on Moodle. The submitted code and data files should allow a reader to repeat any aspect of your analysis. Electronic files should be uploaded well in advance of the 5pm deadline.

Guidelines

1. Project report

The report should include an introduction, methods, results, discussion and references section. It should be a maximum of four typed A4 pages, including figures and tables. You may submit two extra A4 pages *containing only supplementary figures and tables* if you wish. This is an upper limit, it can be shorter, remember that quality is more important than the number of pages.

2. Project presentation

The presentation should be concise, and clearly introduce the problem, methodology used to address it and main findings. Each group must elect **only one member** to present the work. The maximum presentation time is 8 minutes, with an extra minute reserved for questions.

3. Project diary

For each week of the project, the diary will document how the team communicated (by email, meetings in person etc), any difficulties that arose and how they were dealt with (e.g. analytical or team related), what progress was made on the project and who was responsible for what aspects of progress. The project diary template must be used with a maximum of one A4-page per week. Ultimately, the project diary should give a clear understanding of how the team worked together to achieve the end goals.

4. Statement of contribution

This should include (1) a list what your specific contributions to the project were, (2) what percentage of the overall workload you believe was carried out by you, and (3) briefly outline any challenges that the team faced and how they overcame them. This should be a maximum of one A4-page.