

COLL 200: Data Driven Decisionmaking
Final Report

Assignment: Working with the group you chose, you will produce a number of different products which build towards the two final deliverables of this course: a policy brief and verbal presentation. While you will always be working with your group, some deliverables are independent (i.e., everyone in the group has to turn in a deliverable), while others are turned in one-per-group. The below table summarizes the due-dates, expectations, and percent of your entire grade each of these steps represents:

Deliverable	Due Date (11:59 PM)	One per group or person	% of total grade
Reading Assignment	October 30th	One per person; each group should coordinate so no two people conduct the same reading.	6.67% (1/3 reading assignments)
Reading Assignment	November 6th	One per person; each group should coordinate so no two people conduct the same reading.	6.67% (2/3 reading assignments)
Draft Dataset	Friday, 11/13	One dataset per group	10% of total grade (counts as 4th lab assignment)
Reading Assignment	Friday, 11/20	One per person; each group should coordinate so no two people conduct the same reading.	6.67% (3/3 reading assignments)
Draft Powerpoint	Monday, 11/23	One powerpoint per group	10% of total grade (counts as 4th lab assignment)
Final written brief and final powerpoint	Sunday, 11/29	One powerpoint and brief per group	30% of final grade
Presentations	11/30, 12/2, 12/4, 12/7	One 30 minute presentation per group, followed by 10 minutes for intra-group rankings	

Reading Assignments: Reading assignments are worth a total of 20% of your full grade in this course. Within each group, you will coordinate across group members to ensure no to group members submit a reading assignment for the same reading; however, all readings should be selected to help the group produce a strong literature review for the final policy document. A template of what a reading assignment deliverable should like look is available on blackboard.

Draft Dataset: The draft dataset should include both (a) a spreadsheet containing the raw data for each variable (indicator) you plan to use in your analysis, and (b) a supporting word document providing 1-2 pages of information on how you acquired and integrated this data (these pages should be drafts of the pages you will insert into your final brief).

Draft Powerpoint: The draft powerpoint should be a synopsis of the steps you went through to write your policy brief; each individual in the group should present. The draft of the powerpoint will be graded purely on the clarity and organization of the slides (including, for example, the strength of the figures and ordering of topics).

Grading of the Final Policy Brief and Powerpoint Presentation: This portion of the assignment will be worth 30% of your final grade. It will be graded based on three sub-components:

(a) The quality of the written brief, including technical accuracy, creativity in data acquisition, completeness of methodology, justification of qualitative findings or choices, the use of relevant figures, strength of literature review, and clarity in final recommendations. A template of what this written brief should look like is included with this document.

(b) The quality of the presentation, including appropriate use of the allotted time, ability to answer questions, and a strong ability to communicate the core findings of your research.

(c) An intra-group rating card. After your presentation and questions, you will be presented with a sheet nearly identical to the below, which will be kept fully confidential. This intra-group rating card will provide information on the contribution of each group member to the final product.

Please allocate 20 points across all of your group members, where the member with the highest point total contributed the most to your project and the member with the lowest point total contributed the least:

	Points
Name (You!): _____	_____
Name (Group Member 1): _____	_____
Name (Group Member 3): _____	_____
Name (Group Member 4): _____	_____
Name (Group Member 5): _____	_____

Comments: _____

Note: An example of a nearly final policy brief can be found on blackboard, under items (it is missing the final three portions, results, conclusions and the executive summary, but is a live example of a brief being put together right now using this methodology).

Policy Brief Template

Group: NatureServe

Group Members: _____

Title Page (1 page)

- Title of your project, i.e. “Pilot of Vulnerability Analyses for the Identification of Climate Risks in the United States”
- Authors
- William and Mary Logo
- Month, Year

Table of Contents (1 page)

- Each section of your report, and the page it starts on.

Executive Summary (No more than 1 page, single spaced, including figures)

- Main findings of the report, could include:
 - Areas you would highlight as the most vulnerable
 - Limitations in the data
 - Uncertainty in findings
 - Necessary future Directions

Purpose & Objectives (1 Page)

- Define the explicit research question you are trying to answer, i.e.:
 - This project will produce an analysis of climate vulnerability across the continental united states using an index-based data aggregation approach.
- Explicitly define why you're researching this topic. Why is it important? Cite literature here (or other groups work).

Background (2-3 Pages)

- Background literature – what have other groups done that is similar to what you are doing in this analysis? What have they succeeded or failed at doing? How is what you are doing different?
- This is where you would include external factors (i.e., politics) that you cannot control that may impact your results.

Definitions & Frame of Analysis (~1 Page)

- Define any complicated terms you might be using in your document – i.e., “child depravity”; “biodiversity”; “justice”. You will be forced to make explicit assumptions about what these terms mean.
- Explicitly tell the reader what your frame of analysis is – i.e., what cities are you looking at? What unit of analysis are you using? What is your justification (i.e., “the data is only available

at this scale”).

Data Collection and Integration (1-2 Pages)

- Identify the source(s) of all of your data – this may be best done in a table format.
- For each type of data you collect, detail how you download and integrate that data source. For example, if you use population data that is in a GIS format, how do you choose to aggregate that data?
- Explain why you collected the data – what are you trying to measure? Is the data a proxy for something else?

Data Analysis (2-3 Pages)

- Explicitly define each step of your data analysis process, i.e.:
 - Data Standardization
 - Data Aggregation
 - How and where uncertainty was incorporated
 - The Monte carlo procedure and number of iterations used

Results (2-3 Pages)

- Provide the results of each step of your data analysis process – this should mirror the data analysis section above, and not contain any commentary (just the data!).

Discussion and Conclusion (2-3 Pages)

- Make your final recommendations here; what have you learned?
- What remaining questions do you have?
- How did uncertainty play into your final recommendation?
- How did your findings contrast to the findings of other papers?

Citations