**Predicting Food & Beverage Delivery Times**

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## **Executive Summary**

1 page

Concise problem statement

List of major concerns/assumptions (if any)

Summary of findings

Recommendations

## **Problem background**

(The highlights; not the kitchen sink)

Problem description, context, background

Data description

Exploratory data analysis

## **Methodology**

Feature selection, engineering, missing value imputation, outlier processing, etc.

Modeling choices

State model validation plan (e.g., 5-fold CV)

## **Results**

Model performance summary

Key findings of analysis! Page 2

## **Conclusion**

Summary of problem, approach, findings

Key issues, limitations, etc.

Final recommendation

References (optional, does not count toward page limit)

Appendix (optional, does not count toward page limit):

Data visualizations, tables, transformations, etc. which support the work, but are not of primary importance

Important code excerpts or algorithms used / developed (if any).