552 - Lab 3

11 Mar 2024

Guidelines

You may work in your preferred medium (Microsoft word, notepad, Rmarkdown, etc, etc) as long as the outputted and submitted file is of a commonly readable form (html, pdf, etc) and is well-organized (see rubric below).

Rubric

Report

Marks	Assessment	Description
10	Excellent	Well-organized, consistent font/format, easily readable format, clear and concise writing
8	Good	Pretty well-organized, consistent font/format, easily readable format, easily understood writing
6	Satisfactory	Okay organization, maybe some inconsistencies font/format, readable format, some minor difficulty understanding writing
4	Unsatisfactory	Organization needs work, some font/format issues, hard-to-follow format, hard-to-follow writing
2	Poor	No effort to make the content understandable to another human being, poor writing/organization

In the last assignment, you communicated your "proposed work". In this lab assignment, you would communicate (in written from) that work that was done on the project. Use the principles learnt in the lectures to guide your writing.

Tasks

You are to submit a *maximum* 1 page (not including any visualizations/tables) report on the project of your choosing — that is, the individual project focused on your interests (where you are the decision maker). Again, this is not intended to be a complete work from brainstorming a problem to making a final decision. Data science projects automate or augment one of *many* possible tasks throughout a decision making process.

Specific task for Lab 3:

- Following the above, in a semi-formal format (more on that below), report the actual work that occurred during your mini-project. What was successful? What was not (if deemed relevant)? While *you* are the decision-maker for the project, pretend that you are writing this for a different decision-making audience.

Proposal guideline:

All reports must include...

- An introduction. This is similar to an executive summary: it "defines [the] problem, stresses its importance, and offers a brief description of the proposed solution." (Johnson-Sheehan et al., 2019, p. 169)
- Relevant background. What part of the decision-making process are you trying to help? What positive/negative impacts could this decision/information/automation have?
- Methodology. Provide some of the nitty-gritty details of what you did, keeping in mind to focus on aspects that are relevant to a decision-maker. Why did you choose the specific data/visualization/model/etc? Write this for someone who is mildly computer science and statistics literate, but does not practice within those fields on a daily basis. Explain the data/visualization/model rather than just naming things.
- Results. What specifically did you accomplish with your project? How does/will this work ultimately aid the decision-making process?
- Conclusion. The conclusion reiterates the importance of taking action, and looks to the future. What might the next steps look like? How can we start making action items related to the main decision-making process that we're targetting.

Structurally, the report should aim for a paragraph for each of my above bullet points. There is a maximum of one page (single space) for the report. You may use one additional page for any visualizations/tables/etc that are relevant to the decision maker.