**





{THE TITLE OF

THE REPORT

GOES HERE}

{SUBTITLE GOES HERE}

**Prepared for:**

{Organisation name}

**Prepared** **by:**

{Name}

{Role}

{Department}

***{Day} of {Month} 2022***

# Table Of Contents

[**Table Of Contents 2**](#_h7iu9kcwg2hi)

[**1. Client requirements 2**](#_a1urbwwtw60r)

[1.1 Summary 2](#_cuenmm8f7du8)

[**2. Dataset analysis 2**](#_u7bqwphaydaa)

[2.1 General analysis 2](#_ksyxaqbeg2va)

[2.2 Business questions analysis 4](#_ehucbpozyeok)

[2.3 Recommendations 4](#_dbvykaypk5t2)

[**3. Modelling 4**](#_qdc15q24lfzg)

[3.1 Model specifications 4](#_6kpnymbaau8s)

[3.2 Model performance and expected outcomes 5](#_wxzo0eyfmz9x)

[3.3 Alternatives considered 5](#_fd6abcv7t03x)

[**4. Model Deployment 5**](#_crxjsqjiqobd)

[4.1 Deployment specifications 5](#_6qxoj3yo3xvf)

[4.2 Known issues and risks 5](#_fjg8ieulds8f)

[**5. Annexes 6**](#_e1ja9be29svj)

# Client requirements

## 1.1 Summary

{**Audience:** Business

**Description:** Summarise all client requirements in a business context, both about the API and the analysis. Do not assume the reader has prior context.

**Requirement:** Mandatory  
**Page limit:** 0.5 page}

# Dataset analysis

## 2.1 General analysis

{**Audience:** Business

**Description:** Provide a concise description and analysis of the dataset. Assume that the reader is not the person who sent you the requirements, and does not know the dataset. Use visualisations when possible to synthesise information, rather than raw numbers. You should keep your business questions in mind here, but the goal is to have an overview picture of the dataset. Any in-depth discussion about business questions should be in section 2.2.

**Requirement:** Mandatory  
**Page limit:** 2 pages}

## 2.2 Business questions analysis

{**Audience:** Business

**Description:** Answer the business questions, non-API related, that were posted directly to you, keeping in mind that the audience here is the client. Base your answers to the business questions on your analysis of the data. Refer to the annexes whenever you need to support a claim. Stick to the hard facts that you can support with data.

**Requirement:** Mandatory

**Page limit:** 1 page}

## 2.3 Recommendations

{**Audience:** Business

**Description:** In this section, you should give your professional opinion about more subjective topics, such as what specialities may merit further investigation or interpretations of your findings. Any recommendation to your client is expected to be done here.

**Requirement:** Mandatory  
**Page limit:** 0.5 pages}

# Modelling

## 3.1 Model specifications

{**Audience:** Technical

**Description:** This is the section the IT department will read to understand your proposed model implementation and the know-how to replicate it. Describe your proposal and briefly justify it, with the expectation that your reader is someone who knows data science, but not necessarily Python. Since they might want to redo your setup in another language, aim for a more generic and explicit description of your setup and avoid sticking too much to Python specifics (without having to worry about the natural slight differences in implementation between the various languages). Discussion about treatments to address biases (if there are any) in your data should be mentioned here.

**Requirement:** Mandatory

**Page limit:** 1 page}

## 3.2 Model performance and expected outcomes

{**Audience:** Technical

**Description:** Present here your model prototype and preliminary results. Based on this, describe what outcomes you expect from the production run and set justified expectations on model performance (and other topics you consider relevant). Consider all the client requirements at this point and mention some of the critical thinking that leads to your implementation choice. Discussion about model choices or tradeoffs should be mentioned here.

**Requirement:** Mandatory  
**Page limit:** 1 page}

## 3.3 Alternatives considered

{**Audience:** Technical

**Description:** What alternatives did you consider prior to deciding on a model? Why were those alternatives discarded?

**Requirement:** Mandatory  
**Page limit:** 0.5 page}

# Model Deployment

## 4.1 Deployment specifications

{**Audience:** Technical

**Description:** Explain to a technical audience how to replicate the model deployment. Specifications on your application structure, and the structure of the data it receives, should be clarified here.

**Requirement:** Mandatory  
**Page limit:** 1 page}

## 4.2 Known issues and risks

{**Audience:** Technical

**Description:** Regarding your application and your implemented model currently in production, explain what issues and risks you expect. What would potentially break your application? Be critical about your model and the expectations that you set. Be mindful that a “no risk model” does not exist.

**Requirement:** Mandatory

**Page limit:** 0.5 page}

# Annexes

{**Audience:** Technical

**Description:** All additional information used to support your conclusions that could not be included in the main report body. Large figures and tables can go here to keep within the report page limitations

**Requirement:** Optional

**Page limit:** 5 pages}