DSCI560: Monthly Report

Submission

Please submit the following two materials via D2L (Assignment: Monthly Report: Project Planning)

1. Class presentation slide for stakeholders (pptx)
2. Monthly report (PDF)

Class presentation

Please prepare the class presentation for stakeholder er (15 mins/team) and submit your team slide on Nov 4.

Monthly report

Please write the monthly report of your project. Your monthly report should be 13-16 pages (including graphs or tables) and include the following sections:

1. Project Description
2. Elevator Pitch
3. Project objectives
4. Project scope
5. Project milestones
6. Project estimate (budget)
7. Duration of a project
8. Outcome of a project and Deliverables
9. Updated SIPOC and Process mapping
   9.A. Data exploration and preparation
10. Work Breakdown Structure (WBS)
11. The Gantt Chart *
(integrate scope, schedule, and resources)
12. Risk Management
13. Technical report for development**

Note
* You can find the template of the Gantt Chart at the submission form of D2L.
**Technical report for development should be included:

1. Report on Data preprocessing
2. selected machine learning technique

You can reuse the materials from your previous submission. For example, you can use the project milestones from your charter, or you can use the data exploration and preparation that you discuss in your proposal.

Reference: Week 1 of DSCI560 and Fundamentals of Project Management (Worksmart) : Joseph Heagney (PDF version is available at: http://tinyurl.com/readingForINF560