Exercise 0: Project Setup

Time: 15 minutes
Goal: Initialize your PRISM project and adopt a metadata-first workflow so your dataset is complete, reusable, and analysis-ready.

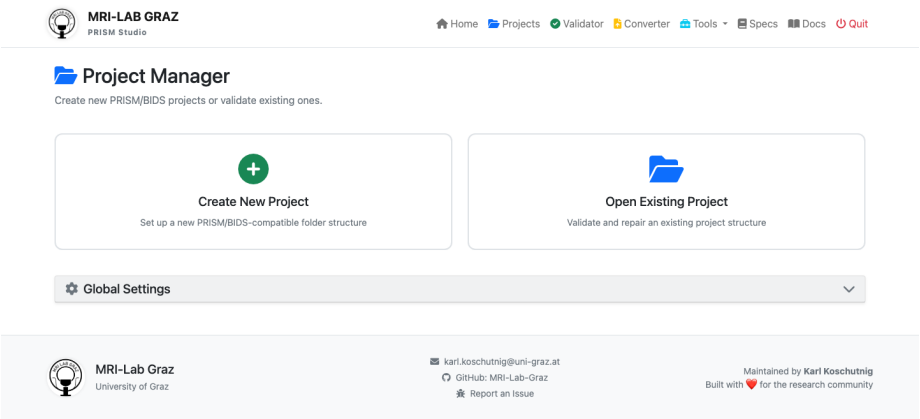

Figure 1: Project Setup)

What You'll Learn

By the end of this exercise, you will: - Launch the PRISM Studio application - Create a PRISM project with proper folder structure - Set up your active workspace - Understand why filling out metadata early saves time later

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Metadata-First Mindset

In this workshop, the main objective is not only to create files, but to create **well-documented data**.

Focus on this from the start: - Keep metadata complete (dataset-level + participant-level + sidecar JSON) - Prefer clear variable names and clear descriptions - Treat missing metadata as a real issue, not a minor detail

Good metadata now means easier validation, easier scoring, and cleaner exports later.

Launching PRISM

Windows Users

1. Locate the `Prism.exe` file in your workshop folder.
2. Double-click to launch it.
3. A terminal window will open—keep this open! It runs the backend server.
4. Your default web browser should open automatically to **http://localhost:5001**.

Your Task: Create a Project Ready for Complete Metadata

Before conversion and validation, we need a project workspace where metadata files will be created and maintained.

Step 1: Go to Projects

In the sidebar or top navigation, click on **"Projects"**.

Step 2: Create a New Project

1. Look for the **"Create New Project"** section.
2. **Project Name:** Enter `Wellbeing_Study_Workshop`.
3. **Location:** Choose a folder on your computer where you want to store your data (e.g., your Desktop or a dedicated `workshop_results` folder).
4. **Template:** Select **"YODA Structure"** (if available) to automatically create proper folders.

Step 2a (Required): Complete Study Metadata First

Before PRISM enables project creation, you **must fill out all mandatory Study Metadata fields**.

- In the **"Study Metadata"** panel, complete every required field until the progress shows complete.
- If you still see a button like **"Complete Study Metadata (13 fields missing)"**, do **not** continue yet.
- Only proceed once missing fields are resolved.

Step 2b: Create & Activate

5. After all 13 metadata fields are completed, click **"Create & Activate"**.

Step 3: Explore Your Project Structure

Your new project should have this structure:

```
Wellbeing_Study_Workshop/
  sourcedata/          # Original raw files (Excel, CSV) go here
  rawdata/             # PRISM-formatted data will be created here
     dataset_description.json
     participants.tsv
  code/                # Your analysis scripts (Python, R, etc.)
  derivatives/         # Processed outputs (SPSS files, scores, reports)
  README.md            # Project documentation
```

Why this structure matters: - `sourcedata/` preserves your original data files - you can always go back to the start - `rawdata/` contains BIDS/PRISM formatted data that tools and apps can understand - `code/` keeps your analysis separate from data - `derivatives/` stores computed results without mixing them with raw data

Step 4: Verify Your Workspace

1. Notice the **"Active Project"** label at the top of the screen. It should now show `Wellbeing_Study_Workshop`.
2. PRISM now knows where to save all your conversions and exports!
3. If you browse to your chosen location, you'll see the folder structure was created.

Step 5: Metadata Completeness Checklist (Important)

Use this checklist throughout the workshop:

- ☐ All 13 Study Metadata fields were filled before project creation
- ☐ `dataset_description.json` exists and is filled
- ☐ `participants.tsv` exists and required columns are present
- ☐ Each data `.tsv` has a matching `.json` sidecar
- ☐ Sidecars include item descriptions and level labels
- ☐ Validation has no unresolved metadata errors

Understanding the Workflow

Throughout this workshop, you'll follow this path:

1. **Start:** Excel file with wellbeing survey responses
2. **Step 1 (Next):** Convert to PRISM format → saves to `rawdata/`
3. **Step 2:** Validate and add metadata → improves `rawdata/`
4. **Step 3:** Apply recipes and export → saves results to `derivatives/`

This workflow keeps your dataset complete and reusable, not just technically valid.

YODA (Context, Not Main Focus)

PRISM can use a YODA-like project structure to separate source files, standardized data, code, and results: - `sourcedata/` for original files - `rawdata/` for PRISM/BIDS-compatible data and metadata - `code/` for scripts - `derivatives/` for outputs

This structure supports reproducibility, but in this workshop the priority is still **metadata completeness**.

Next Steps: Now that your project is ready, let's bring in data and fill metadata properly from the beginning.

Ready for Exercise 1? → Go to `../exercise_1_raw_data/`

Apendix: Running from Source

macOS/Linux

```
source .venv/bin/activate
./prism-studio.py
```

Windows (PowerShell)

```
.\.venv\Scripts\Activate.ps1
python prism-studio.py
```

Manual Launch (if browser doesn't open)

1. Open your web browser (Chrome or Edge recommended).
2. Go to: **http://localhost:5001**
