

Project Name

Date: 02/06/2021

Overview

Using USPS guidelines, create a tool or set of tools to compute the delivery point of a given address. Initially the tool(s) will be tested against properly formatted addresses, further iterations of the tool(s) will be tested against improperly formatted addresses as well as being used to determine if the dataset being examined contains certain types of delivery points such as High-rises.

Project Team

Roles	Name	Major responsibilities	Contact (Email and/or Phone)
Project owner	Warren Smith		warrens@analytics-iq.com
	Jin Wang		jinw@analytics-iq.com
Team leader	Kat McElveen	Scheduling, Project Documentation	Kmcelve2@students.kennesaw.edu , katmcelveen@gmail.com , 678-521-6870
Team members	Byron Smith	Technical Specialist	Bsmith513@students.kennesaw.edu , 404-644-6515
	Kat Greer	Technical Specialist	kgreer4@students.kennesaw.edu , 404-512-0468
	Saritha Gudala	Technical Writer: preparing required documents for presentation, reports.	sgudala@students.kennesaw.edu , 571-509-8207
Advisor / Instructor	Meng Han	Facilitate project progress; advise on project planning and management.	

Project website:

https://sarithavikram.github.io/CapstoneProject_AddressLinkageKey/

Final Deliverables

1. A tool or set of tools which allow to compute the delivery point code of a given address.
2. A tool or set of tools which will determine if certain types of delivery points, such as high-rises, are included in the dataset.

Milestones

#1 - By 02/28/2021

- Analysis of tools
- Research on USPS formatting and processes
- Setup and installation of remote tools

#2 - By 3/28/2021

- Minimally Viable Product
- The tool or tools will determine the delivery point of a clean, properly formatted address.

#3 - By 4/11/2021

- Enhanced and optimized product.
- The tool or tools will determine the delivery point of an improperly formatted address.
- The tool or tools will determine if specific types of delivery points, such as high-rises, are included in the dataset.

Future milestone meetings date/time

- Wednesdays at 6:30 p.m. EST – Internal
 - Milestone meetings:
 - Milestone #1: 02/24/2021 6:30 pm to 7:30 pm
 - Milestone #2: 03/24/2021 6:30 pm to 7:30 pm
 - Milestone #3: 04/07/2021 6:30 pm to 7:30 pm
- Fridays at 10:00 a.m. EST with Analytics-IQ

Communication and Meeting Planning

All chat and meetings coordinated in Microsoft Teams.

Project Schedule and Tasks Planning

See the Gantt chart file attached.