1. Research Report

A. Data Quality Guidelines within the DAMA Framework

- **Data Quality Strategy**: Ensuring a comprehensive strategy for data quality, including clear roles and responsibilities, policies, and procedures.
- **Data Profiling**: Employing data analysis to understand data structures, relationships, and values to address data quality issues.
- **Data Quality Assessment**: Regularly evaluating data quality against specified criteria, measuring results, and continuously enhancing data quality.
- **Data Cleansing**: Identifying and correcting data errors, reconciling inconsistencies, and improving data quality over time.
- **Metadata Management**: Properly documenting and managing metadata to enhance data quality by providing clear standards, definitions, and context.
- **Data Governance**: Ensuring that data throughout the organisation is accurate, available, and usable through effective governance.
- **Monitoring & Improvement**: Continuously monitoring and measuring data quality indicators to assess and guide ongoing improvement efforts.

B. Integrating Guidelines into the Product "Cleanit"

- **Implement Data Quality Tools**: Automate identification and resolution of data quality issues.
- **Automated Data Assessment**: Schedule routines for regular data quality evaluations.
- **Metadata Management Module**: Manage data descriptions and relationships comprehensively.
- **Dashboard Implementation**: Visualize data quality metrics and status through a user-friendly interface.
- **Audit Trail**: Ensure data traceability and accountability with a robust tracking system.
- **Data Governance Framework**: Develop a module to manage data availability and integrity.

C. Estimated Timeline for Feature Incorporation
Given the 3-month timeframe and considering it is a college master project:

- **Month 1: Research and Planning**
- Detailed planning, finalise requirements, and set up the development environment.
- **Month 2: Development**
- Intensive development phase with regular check-ins and interim demos for feedback.
- **Month 3: Testing and Presentation**
- Test functionalities, prepare the presentation, and gather feedback from surveys and the college review.

2. Acceptance Criteria

A. Research Report Upload

- Upload the research report to GitHub and the Cloud platform, ensuring access for all team members and stakeholders.

B. Presentation

- Prepare a succinct presentation summarising findings and plans, focusing on adhering to DAMA guidelines and practical applicability.
- Conduct the presentation and save the recording and slides on GitHub and the Cloud platform.

C. Post-presentation Documentation

- Document feedback, resolutions, and prospects post-presentation.
- Upload documentation to GitHub and Cloud, ensuring transparency and availability for team reference.

3. Final Notes and Next Steps

- **Product Development**: While focused on developing "Cleanit", ensure that the DAMA guidelines are integrated and that the application is user-friendly.
- **Usability Testing**: Engage with survey participants to validate the usability and functionality of "Cleanit".
- **Feedback and Iteration**: Utilize feedback from surveys and college evaluations to make necessary adjustments.
- **Final Presentation**: Ensure clarity in presenting the methodologies, findings, and learnings from the project to the college.
- **Documentation**: Maintain comprehensive documentation throughout the project for future reference and evaluations.

Conclusion

Given that this is a college master's project with a 3-month timeframe, the emphasis will be on developing a product that aligns with DAMA guidelines, conducting usability testing with survey participants, and ensuring thorough documentation and presentations to illustrate the processes, findings, and potential of "Cleanit". Striking a balance between robust development and clear, insightful presentations will be crucial to demonstrating the practical and theoretical mastery of data quality management in the project context.