Data Science Project Scoping Worksheet

1. Project Name:

2. Organization Name:

3. Project Description:

4. Who are the agencies/departments that will need to be involved?

5. Who are the individuals in these organizations that are stakeholders? What are their role?

6. Goals (in order of priority)

What are you maximizing or minimizing?
Are there any constraints (budget, resources, etc.)?

Goal 1:	Goal 2:	Goal 3:
Constraint:	Constraint:	Constraint:

7. Actions

What is the action?
Who is taking the action?
What/Who is it being taken on?
How often?

Action 1:	Action 2:	Action 3:
Questions	Questions	Questions
A.	A.	A.
B.	B.	B.
C.	C.	C.
D.	D.	D.

8. Data

A. What Data do you have internally?

Data Source	Data Source	Data Source
What does it contain?	What does it contain?	What does it contain?
What level of granularity?	What level of granularity?	What level of granularity?
How frequently is it collected/updated?	How frequently is it collected/updated?	How frequently is it collected/updated?
Does it have unique identifiers that can be linked to other data sources?	Does it have unique identifiers that can be linked to other data sources?	Does it have unique identifiers that can be linked to other data sources?

Other	Other	Other

B. What data can you get externally and /or from public sources?

Data Source	Data Source	Data Source
What does it contain?	What does it contain?	What does it contain?
What level of granularity?	What level of granularity?	What level of granularity?
How frequently is it collected/updated?	How frequently is it collected/updated?	How frequently is it collected/updated?
Does it have unique identifiers that can be linked to other data sources?	Does it have unique identifiers that can be linked to other data sources?	Does it have unique identifiers that can be linked to other data sources?
Other	Other	Other

C. What data would you need in addition to the ones above?

Data Source:

Data Source:

Data Source:

9. Analysis

What analysis needs to be done?
How will you validate the analysis?

Analysis 1:	Analysis 2:	Analysis 3:
Analysis type:	Analysis type:	Analysis type:
Which action will this analysis inform?	Which action will this analysis inform?	Which action will this analysis inform?
How will you validate this analysis?	How will you validate this analysis?	How will you validate this analysis?