

Project Milestone 1: Team Information/Communication Plan

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DSC 630 Predictive Analytics

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Team Member Names

David Berberena, Brian Mann

Team Communication Method

Microsoft Teams chats, Google Docs file

Team Weekly Meeting Day/Time

Friday night/Saturday morning between 1:00am and 4:00am

High-Level Plan to Complete the Project (Starting from Week 2)

I believe that to accomplish this project with my peers, I need to maximize my time by compartmentalizing when certain tasks will be completed. My weekly schedule is very well set for success, allowing me ample time to handle the rigorous workload this term project will bestow upon me. This plan will begin with outlining Week 2 responsibilities as the preliminary Teams file will already be created for our group file submissions. I will include a table for each week outlining when I can work on term project duties and other class related activities.

Milestone 2 – Data Selection and Project Proposal (Week 2)

This milestone is when my group needs to solidify at least one viable dataset for the business problem we choose to tackle. After identifying the business problem, our target audience, and why it would benefit our audience to solve this problem through the use of our data (which will be fleshed out regarding how we obtained the data), we will be addressing the following points:

- What types of model or models do you plan to use and why?
- How do you plan to evaluate your results?
- What do you hope to learn?
- Assess any risks or ethical concerns with your proposal
- Identify a contingency plan if your original project plan does not work out
- Include anything else you believe is important

Looking ahead to the final paper submission, this milestone is meant to help generate the Introduction section of that paper. The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				

Create Group Google Doc				7am-12pm			
Discuss/Finalize Group Business Problem				7am-12pm			
Locate Datasets				7am-12pm			
Finalize Datasets				7am-12pm, 1am-4am	1am-4am		
Write Project Proposal				7am-12pm, 1am-4am	1am-4am	1am-4am	
Meet/Discuss Milestone With The Group					1am-4am		

Milestone 2 – Group Evaluation or Peer Review (Week 3)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another's work that I had not thought of before into my group's future milestones. The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Conduct Project Review				7am-12pm, 1am-4am	1am-4am		

Milestone 3 – Preliminary Analysis (Week 6)

This week's milestone is intended to be the Methods section of the final paper, and is mainly about performing exploratory data analysis prior to any data preparation and/or modeling. Some questions to think about when crafting this milestone are:

- Will I be able to answer the questions I want to answer with the data I have?
- What visualizations are especially useful for explaining my data?
- Do I need to adjust the data and/or driving questions?
- Do I need to adjust my model/evaluation choices?

- Are my original expectations still reasonable?

The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Perform EDA With The Data					1am-4am	1am-4am	
Delegate Which Group Members Will Perform Which Tasks				7am-12pm, 1am-4am			
Meet/Discuss Milestone With The Group					1am-4am		
Update Google Doc with Methods Section of the Final Paper Deliverable				7am-12pm, 1am-4am	1am-4am	1am-4am	

Milestone 3 – Group Evaluation or Peer Review (Week 7)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another's work that I had not thought of before into my group's future milestones. The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Conduct Project Review				7am-12pm, 1am-4am	1am-4am		

Milestone 4 – Finalizing Your Results (Week 8)

This milestone is where the data manipulation/transformation/cleaning occurs as well as model training and evaluation. This week is where we tie up any loose ends and draw our conclusions based on our data and model performance metrics to begin the storytelling process. Below is what is expected of the group for this milestone:

- Explain your process for prepping the data
- Build and evaluate at least one model
- Interpret your results
- Begin to formulate a conclusion/recommendations
- Analyze the ethical implications of the project

The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Meet/Discuss Milestone With The Group					1am-4am		
Delegate Which Group Members Will Perform Which Tasks				7am-12pm, 1am-4am			
Clean Dataset(s)				7am-12pm, 1am-4am	1am-4am	1am-4am	
Train/Evaluate Model Of Our Choice					1am-4am	1am-4am	
Update Google Doc With Results And Conclusion Sections Of The Final Paper Deliverable				7am-12pm, 1am-4am	1am-4am	1am-4am	

Milestone 4 – Group Evaluation or Peer Review (Week 9)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another's work that I had not thought of before into my group's future milestones. The table below will help identify the major tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Weekly Assignment		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Conduct Project Review				7am-12pm, 1am-4am	1am-4am		

Milestone 5 – Final Project Paper and Presentation (Week 10)

The final week of the class demands the submission of the two deliverables required to complete the term project: the final paper deliverable explaining all aspects of our business problem and its solution(s) through the use of our chosen datasets, and the audio/visual presentation with a length of a minimum ten minutes. This week will be hectic as both deliverables are lengthy and very detailed, and preparing the audio/visual presentation will require clear delegation, follow-ups, and efficient and swift collaboration. The table below will help identify the final tasks that need to be completed this week.

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Discussion Posts		7am-12pm	7am-12pm				
Complete Extra Credit Quiz		7am-12pm, 1am-4am	7am-12pm, 1am-4am				
Meet/Discuss Milestone With The Group					1am-4am		
Delegate Which Group Members Will Perform Which Tasks				7am-12pm, 1am-4am			
Select Audio/Visual Presentation Option				7am-12pm, 1am-4am	1am-4am	1am-4am	

Finalize Audio/Visual Presentation				7am-12pm, 1am-4am	1am-4am	1am-4am	
Finalize Google Doc By Proofreading/Adding More Details To The Final Paper Deliverable				7am-12pm, 1am-4am	1am-4am	1am-4am	

Brief Explanation

Most all of my schoolwork is done between Tuesday and Friday, as I am able to allocate the most time to my academics during these days. I am off from work Friday through Sunday, so those days are spent with my wife, running errands, maintaining my social life, etc. The above forecasted schedules are subject to change based on the demands of the weekly milestones. All in all, I believe that this plan will provide me ample time to complete all project milestones and project/peer reviews.