**Course Project: Milestone 1 Team Information / Communication Plan**

* **Step 1: Craft a rough project plan for how you will accomplish each milestone and task, what your project work schedule will look like, etc.**
  + **Milestone 2 – Data Selection and Project Proposal (Due Week 2)** 
    - Start working on this step Monday March 21
    - I will first start by selecting my data from an online resource to get my project started.
    - Once I have selected my data, I will import it into Python and look at it to be able to address the following questions:
      * 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 with your proposal
      * Identify a contingency plan if your original project plan does not work out
      * Include anything else you believe is important
    - By reviewing my data set and going over the readings for the week I will be able to accurately address the questions for Milestone two and submit this to Blackboard and my Teams file for my project
  + **Milestone 3 – Preliminary Analysis (Due Week 6)** 
    - Start working on this step Monday April 4th or after I finish my first peer review.
    - I will start by researching and exploring my data set that I chose in milestone two. When researching I will manipulate my data set and look for missing values and determine if they are needed and if so, I will determine the best case of action to fill them. I will then create visualizations to further understand the data I am working with. Next, I will adjust my data if needed to create the model to determine the choices I come to in my evaluation.
      * 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?
    - Once these questions are complete, I will review my milestone three and determine if I can change or fix anything in my project so far before submitting and uploading to my Teams folder for peer review.
  + **Milestone 4 – Finalizing Your Results (Due Week 9)** 
    - Start working on this step Monday May 2nd or after I finish my second peer review.
    - I will start this portion of my project by reviewing my data and determining if I need to manipulate my data any further. Once my data is prepped, I will create my models and evaluate my results to determine my final output for my data set. Last, I will begin to work on my conclusion and start to wrap the project up by working through the questions below:
      * Explain your process for prepping the data
      * Build and evaluate at least one model
      * Interpret your results
      * Begin to formulate a conclusion/recommendations
    - After I have completed and reviewed the steps above, I will fix any needed code and prepare my milestone to be submitted on blackboard and my Teams file.
  + **Milestone 5 – Final Project Paper and Presentation (Due Week 12)** 
    - Start working on this step Monday May 23rd or after I finish my second peer review.
    - I will start prepping my final submission by reviewing my Milestone four and adjusting and fixing any needed code. Then I will work on and complete my final paper by updating and reviewing my introduction, a summary of your methods and results, and a conclusion for my final project. Next, I will create a PowerPoint slide presentation that goes over my entire project. Once that is complete, I will review the PowerPoint until I feel comfortable and will then create an audio/video presentation going over my whole project from the PowerPoint as seen in the steps below:
      * Final Paper: include an introduction, a summary of your methods and results, and a conclusion
      * PowerPoint: Summarizes my whole project from the code, visualizations, to the final paper.
      * Video Presentation: 10-to-15-minute presentation that goes over my project from the PowerPoint presentation to give the viewers a quick and condensed version of my project.
    - Once the final paper, PowerPoint, and Presentation is completed I will review them one more time and make sure I am not missing or needing to fix anything before submitting to blackboard and my Teams folder.
* **Step 2: Identify another project (group or individual) to perform your Milestone 2 Peer Review**
  + **Mike Zoucha is the individual I will be peer reviewing**
  + **File name in Teams: TheodoreKoby\_Hercsky\_Final\_Project**