



## Capstone Progress Report 2 Template

Last updated: February 29, 2024

**Instructions:** Each capstone team can use this template to capture and summarize progress. This can be shared with the sponsor and mentor. When submitting the report during the course, a PDF file is preferable.

---

### Stakeholder Names and Roles

*In the table below, enter information for each team member, mentor, and sponsor. On the sponsor side, there may be several stakeholders including project manager, data contact, etc.*

Stakeholder	Role
<i>Name 1</i>	<i>Team member / mentor / sponsor role</i>

**Project Title:** [enter title]

### Abstract

*Enter abstract*

### Outline of the Project

*This should discuss:*

- the business purpose of the project*
- why the project is important*
- who are the stakeholders*
- important assumptions*
- what is in scope / out of scope (as needed)*

*Example: Legal assistants spend a lot of time reviewing documents related to court cases. This project will use an ML system that will take legal documents as input and output a summary and helpful*

*metadata. This will save legal assistants time, reduce burnout, and allow them to focus on helping their clients. The assumption is that all input documents are legal documents.*

### **Success Criteria**

*Success criteria define the needs for a successful project. These should be identified with help from the sponsor. It is important to revisit these criteria with the sponsor as the project progresses to ensure alignment.*

SC1	<i>description1</i>
SC2	<i>description2</i>

### **Data Assumptions and Limitations**

- Discuss aspects which are presenting difficulty: missing data, bad data, etc.*
- Discuss and justify data assumptions*
- If you are having difficulty accessing data, please discuss*
- If you are having difficulty with compute or storage, please discuss*

### **Summary of Data Processing, Data Aggregation**

*This should discuss:*

- The target variable*
- The raw data*
- Potential predictor variables*
- Methods and justification for data aggregation*

### **Data Visualizations**

*Include a small sample of relevant data visualizations / summaries for illustration*

### **Summary of Modeling and Analysis**

*This should discuss:*

- Justification and summary of models considered*
- Specialized techniques that may be used, such as NLP*
- Metrics that are important (e.g., F1 score / recall / precision), and explanation of why they are important.*

### Future Work Plan

- Discuss your work plan for the remainder of the term. This should include all important tasks.
- Provide a timeline if possible

### Potential Concerns [C] and Blockers [B]

*Concerns* are things to keep in mind but might not yet impede progress.

*Blockers* indicate that you are stuck and need help.

*Based on what you know about the project and data, are there things that might present a challenge in moving forward?*

*Are there things you can do to clear these challenges? For example, are there resources you might need? What are they?*

Identifier	Description

### Questions for Reflection

Think back on your capstone experience and discuss these questions as a team. You may include perspectives from the different team members where appropriate.

*Reflection Question 1: What was the biggest challenge that you faced with this project?*

*Reflection Question 2: Did this project stretch you to grow? If so, how?*

*Reflection Question 3: Do you believe the capstone experience will be helpful for your career? If so, how?*

*Reflection Question 4: Anything else that you would like to share?*