**[Title of Project] Proposal**

## **Overview:**

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| **Milestone** | **Tasks** | **Deliverables/Reports** | **Relevant Stakeholder (Optional Activity)** |
| **1** | Write a project proposal  Plan | * Global-level project document | * Project management and planning team * Reviewed by the Senior Project Manager |
| **1a** | Establish structure for project workflow (PACE)  Plan | * Workflow and Strategy Overview document | * Everyone in the project team (absolute adherence expected) * Approved from Senior Project Manager |
| **2** | Begin exploring the data  Analyze | * Data files ready for EDA | * Business Intelligence engineers (process) * Data Scientists/Analysts (results for further development) |
| **2a** | Data exploration and cleaning  Analyze | * Overview and collection of descriptive statistics * Documentation of the procedures conducted to clean the data | * Data Engineers * Data Scientists * (Business Intelligence engineers) |
| **3** | Compile summary information about the data  Analyze **and** Analyze | * EDA report | * Data Engineers * Data Scientists * (Business Intelligence engineers) * Keep project manager up to date |
| **3a** | Visualization building  Analyze **and** Construct | * Tableau dashboard/visualizations * Statistical plotting/visualization of data | * Data Scientists (Statistical plotting/visualization) * Business Intelligence engineers (Dashboards and Reports) * Keep project manager up to date |
| **4** | Conduct hypothesis testing  Analyze | * Analysis of testing results between two important variables | * Data Analysts (Statistical plotting/visualization) * Business Analysts (Dashboards and Reports) * Keep project manager up to date |
| **4a** | Select software/languages  Plan **and** Construct | * Decision statement and agreement of developers | * All ML developers (Data Scientists, ML Engineers) * In agreement with Data Analysis Manager |
| **5** | Build a machine learning model  Construct **and** Construct | * Train and test data * First model draft | * All ML developers (Data Scientists, ML Engineers) |
| **5a** | Evaluate the model  Construct | * Determine the success of the model * Documentation of evaluation * Plan for possible adjustments (overfitting?, fine-tuning) | * All ML developers (Data Scientists, ML Engineers) * Progres shared with Data Analysis Manager and Senior Project Manager |
| **6** | Build a machine learning model  Construct | * Final model that meets development criteria and quality expectations | * All ML developers (Data Scientists, ML Engineers) * Progres shared with Data Analysis Manager and Senior Project Manager |
| **6a** | Communicate final insights with stakeholders  Execute | * Report to all stakeholders * Shortlist of any possible issues raised by stakeholders (to then review these) | * Share results and insight with stakeholders: Director of Data Analysis * Presented by Senior Project Manager (and possibly Data Analyst Manager) |