**PDA Documentation – Draft**

Description

The description must contain all skills from outcome 1 as well as some skills from outcome 2.

The description must show evidence of knowledge/skills/awareness in the following areas from outcome 1:

Team- four members of the Data Analysis course were part of the team.

Jane Hogg, Manuela Mastrogiovanni, Jamie Paisley and Gareth Sinclair. Trello was used as a planning tool to outline the stages of the data science project.

* **Stages in a data science project**

Team read through the project brief and then discussed our individual observations and any questions for tutors.  
There was an initial review of the data sets, notes taken and some discussion around the key data sets we wanted to focus on.

Project Repo created on Github and team members added as collaborators. Team meeting to plan the week and break down the tasks for the team.

* Roles in a data science project team

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| **Team Member** | **Role** |
| Jane Hogg | Support with planning and Trello update  Presentation and support with the analysis |
| Manuela Mastrogiovanni | Trello development and planning review.  User Review and presentation review |
| Jamie Paisley | Data Clean and App development  Initial data test app |
| Gareth Sinclair. | Wire Frame framework and then collaborated with team to agree on the final design |

* **Collaboration tools** – Trello , Zoom Video calls, stand-up team meetings morning/afternoon and Github.
* **Project management methods and software** Trello used to plan the work, allocate tasks, make notes and document the process. Team were on-site all week and tool advantage of face to face review meetings, group planning for the wireframe and also testing the app, refining the presentation together.
* Source control systems

Business understanding including gathering and synthesising requirements for the project

* Data requirements including data sources – PHS opensource data used from 2017 - 2021
* Ethical and legal considerations including data bias – assumption is that PHS have undertaken a review of this consideration prior to publication.

As well as these from outcome 2:

* Project planning and allocation of tasks and resources
* Quality control and quality assurance
* Data architecture and data modelling

Dashboard

The dashboard must contain evidence of all skills/knowledge in outcome 2 not covered by the description:

* Data transformations including data cleaning
* Exploratory data analysis
* Statistical analyses to identify patterns, trends and relationships in the dataset
* Interpreting the results of statistical analysis

Presentation

The oral presentation must contain evidence of all skills/knowledge covered by outcome 3. This checklist will be filled in by an observing instructor (either observing live, or watching a recording of the presentation)

* Key performance indicators
* Selection of visualisations
* Dashboards and reports
* Presentation skills
* Tailoring communication to a specific audience
* Communicating the findings of the project