Project Milestone 1

***Independent Project Plan:***

**Week 1: Milestone 1**

* Craft rough project plan
* Create Teams folder for future milestone submissions

To accomplish Milestone 1 I will work through my schedule and the course project timeline. I will gather all of the steps into a high level overview to describe how I will accomplish each task during the next 12 weeks.

**Week 2: Milestone 2 / Peer Review**

* Select data
* Decide project topic
* Build project proposal
  + Introduce problem
  + Discuss preliminary requirements
  + Expected results
  + Execution and management of project
* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will begin looking for a data source early in week 2, once I find data that I want to work with I will define a business problem/project topic. I will aim to complete this by Thursday so I can use the full weekend to create the project proposal. Early in week 2 I will reach out to another peer working an individual project so I can work on a peer review for them.

**Week 3: Work on Milestone 3**

* Start the preliminary analysis

I will begin working on the preliminary analysis using R this week. Using the end of week 3 to start build up the code.

**Week 4: Peer Review**

* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will start the week finding out who I will do the peer review for so I can accomplish this task by the weekend.

**Week 5: Milestone 3**

* Preliminary analysis

After starting this analysis in week 3 I will be able to finish the paper for submission through the end of this week.

**Week 6: Peer Review**

* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will start the week finding out who I will do the peer review for so I can accomplish this task by the weekend.

**Week 7: Work on Milestone 4**

* Start building presentation

I will use the end of week 7 to begin building up the presentation I need for Milestone 4.

**Week 8: Peer Review**

* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will start the week finding out who I will do the peer review for so I can accomplish this task by the weekend.

**Week 9: Milestone 4**

* Project presentation and status
  + Build PowerPoint of intermediate results

After starting this in week 7 I will continue to finalize the presentation and status for my project this far.

**Week 10: Peer Review**

* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will start the week finding out who I will do the peer review for so I can accomplish this task by the weekend.

**Week 11: Work on Milestone 5**

* Begin presentation
* Begin final paper

Towards the end of week 11 I will get started with my final presentation and paper. I like the idea of working both at the same time so it can help me stay organized as I work through my project and findings.

**Week 12: Milestone 5 / Peer Review**

* Course presentation
* Course final paper
* Find a peer doing an independent project through Teams
* Complete Individual Peer Review Form

I will continue working on what I started in week 11. I will finalize both the presentation and paper for submission. I will also look for another peer to complete and individual peer review form.

***Schedule:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Milestone** | **Task** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** |
| 1 | 1 | Craft rough project plan |  |  |  |  | x | x | x |
| 1 | 1 | Create Teams folder |  |  |  |  |  |  | x |
| 2 | 2 | Select data | x | x | x | x |  |  |  |
| 2 | 2 | Decide topic |  |  | x | x |  |  |  |
| 2 | 2 | Build project proposal |  |  |  | x | x | x | x |
| 2 |  | Peer Review |  | x | x | x | x |  |  |
| 3 |  | Work on Milestone 3 |  |  |  | x | x | x | x |
| 4 |  | Peer Review |  | x | x | x | x |  |  |
| 5 | 3 | Preliminary analysis |  |  |  | x | x | x | x |
| 6 |  | Peer Review |  | x | x | x | x |  |  |
| 7 |  | Work on Milestone 4 |  |  |  | x | x | x | x |
| 8 |  | Peer Review |  | x | x | x | x |  |  |
| 9 | 4 | Project presentation & status |  |  | x | x | x | x | x |
| 10 |  | Peer Review |  | x | x | x | x |  |  |
| 11 |  | Work on Milestone 5 |  |  |  | x | x | x | x |
| 12 | 5 | Course presentation | x | x | x | x |  |  |  |
| 12 | 5 | Course final paper |  |  |  | x | x | x | x |
| 12 |  | Peer Review |  | x | x | x | x |  |  |

Final Notes:

Due to my work schedule, I tend to not have much free time during the early days of the week. Thursday – Sunday are when I have to most time to do school work so the schedule is more focused on those days. Peer reviews are the main tasks that I will try to accomplish in the earlier parts of the week so that they can benefit my peers sooner rather than later.