Project Scope and Deliverables | Fall 2023 AI Studio

This document is designed to help your team understand, internalize, and align on the scope, goals, and technical aspects of your AI Studio Project Challenge.

Complete all 4 sections as a team based on information you have gathered through:

* The project overview doc(s) provided in your team’s Project Folder in Google Drive (e.g., company video or slides);
* Insights gained during your first Challenge Advisor meeting during Bridge to Studio;
* Referring back to your Machine Learning Foundations summer course modules;
* Additional research done by your team related to the project/industry

Once you’re done, one team member should submit it through the assignment page in your AI Studio course in Canvas (“Business Understanding” module) by **September 3rd**. Your team’s AI Studio TA will review your submission and provide some initial feedback.

During your team’s first “Full Group” meeting during the week of September 4th with your Challenge Advisor (and AI Studio TA if they’re available), review your completed Project Scope and Deliverables document together and make updates / fill in any gaps as needed.

| **Project Title:** | Detecting |
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| **Team Members:** | 1. Aida 2. Sakshi 3. [Enter name] 4. [Enter name] 5. [Enter name] |
| **Challenge Advisor(s):** | 1. [Full Name, Job Title, Email Address] 2. [Full Name, Job Title, Email Address] |
| **AI Studio TA:**  *(aka Tutor or Course Support)* | [Fill in if known, otherwise leave blank] |

**PART 1: PROJECT OVERVIEW**

**Project Description**

In your own words, what are you trying to accomplish? What type of ML problem is this? (e.g., “Supervised Learning: Classification”, “Unsupervised Learning: Clustering”, etc.)

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**Purpose of Project**

Why is this project important or relevant to your AI Studio host company/org?

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**Ethics Considerations**

Are there any potential ethics-related considerations to take into account for your project?

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**PART 2: PROJECT SCOPE**

**Project Requirements**

What is your Challenge Advisor expecting your team to deliver by December? Are there specific algorithms that you might use as part of model training/testing? (e.g, Linear Regression, KNN) How might you evaluate your model(s)? (e.g., F1 Score, RSME)

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**Python Libraries**

What Python libraries do you expect to use? (e.g., Pandas, NumPy, Scikit-learn, NLTK)

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**Other Resources**

What resources (e.g., online forums, recommended research papers, example code) does your team plan to consult while working on the project? Be specific where possible (e.g., listing a specific research paper relevant to your project)

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**Timeline and Deliverables**

What tasks and outcomes do you plan to accomplish in the first few weeks? The first couple of months? List out specific steps for achieving your objectives.

| **Task**  (what will be done) | | **Outcome**  (expected result of task) | | **Start Date** | **Target Completion Date** |
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**PART 3: DATA UNDERSTANDING**

**Data Structure and Source**

What is the source of the data? What is the data type? (e.g., numerical, time series, text, images, etc.) What is the data format? (e.g. tabular, nested, array, etc.) How much data has been or will be provided? Where will it be stored and in what format? (e.g., csv files)

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**Data Understanding**

What are some of the variables/features of the dataset(s)?

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**Data Preparation**

What data preprocessing steps will be required? (e.g. cleaning, missing value imputation, feature engineering, etc.)

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**PART 4: WAYS OF WORKING**

**Biweekly Meeting Details**

What will be the recurring meeting day and time for your 2 monthly virtual check-in meetings with your Challenge Advisor (“Full Group” meeting in week 1 and Challenge Advisor meeting in week 3)? Please note if these meetings will not happen in weeks 1 and 3 because of scheduling difficulties or preferences.

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**Challenge Advisor Communications**

How will you communicate with your Challenge Advisor outside of your biweekly virtual check-in meetings - do they prefer Slack and/or email? How will you share your meeting agendas with them 48 hours prior to each meeting - Slack, email, or a Google Drive link?

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**Additional Project Stakeholders**

Are there any other stakeholders from your host company/org that your Challenge Advisor mentioned, and who your team might want to connect with to discuss the project?

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