

GUIDELINES FOR THE INTERIM REPORT

Submission of an Interim report for the Capstone Project is mandatory. . Interim reports are screened by mentors and the Program Director and are provided with necessary recommendations for revision. Objective of the interim reports is to check whether the project is on track, whether the analytical reasoning and technology applied are appropriate and whether the interim results are aligned to business expectation. Improper reports will be rejected and the students will be asked to modify. To have effective comments from reviewers and to avoid unpleasant surprises during final presentations, it is strongly recommended that students share preliminary results in their interim reports.

Contents of Interim Report

There are a few pre requisites that you should complete before submitting the interim report. They are as follows:

- **Cleaning up the data**- The dataset that you have chosen for your Capstone project should be cleaned before proceeding further and you should mention the approach you have taken to structure the data, to treat outliers and missing values
 - **Exploratory Data Analysis (EDA)** - You should include EDA in the interim report that should reflect the relationship among the variables that are included in your project. You should provide tables and graphs and clearly mention what insight you derive from them. Note that EDA is the first step towards model development and insights from EDA must be used for model building.
 - **Modeling Technique** – Interim reports are not expected to include final results but for effective feedback you must provide some interim results. For example, if you are working to predict a binary response variable, it is not enough to state that you will be using logistic regression and CART. You should include logistic regression model output and CART output. It is strongly encouraged that you try to provide some insights into the problem and mention the next steps.
- Structure of Interim Report** – Interim reports are expected to be around 10 pages and must be in a readable form. All raw codes and raw outputs must be in Appendix. Data dictionary must be in appendix but a few important variables that are essential for understanding of the preliminary results, must be included in the main body of the report. All graphs and tables must have proper headings and legends.