

Week 4: Evaluating Project Opportunities

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1. Search Update

[Draft your update here: What’s happened since Week 1? Any new leads? Closed doors? What’s your current status?]

2. Project Evaluation

Potential Project 1: [Project Name]

Red Flag	Status
Can they articulate the business question?	[Yes/No/Partial]
Is data available? When?	[Details]
Is there a named sponsor?	[Name/Role]
What decisions will this inform?	[Decision]
Is the sponsor engaged or “too busy”?	[Observation]

Promise level: [Evaluation of how promising this project is based on the above.]

3. Scope Negotiations

[Draft your negotiation details here: Have you had any conversations about scope? What did the sponsor initially want vs. what’s feasible? How did you (or will you) negotiate?]

4. Plan B

[Draft your backup plan here: If your current leads fall through, what’s your backup? When is your personal deadline to have a project locked in?]

5. Messy Situation Practice

“The data is definitely available, we just need to work out access with IT. Should be ready in a few weeks, maybe a month. Let’s not let that slow us down.”

[Draft your response here: Is this a red flag? What questions would you ask? What would make you walk away?]

6. Reflection

[Draft your reflection here: What’s the most important lesson you’ve learned about finding a good capstone project?]

Before submitting: What decision would your capstone drive? What could break if it succeeds?

AI Declaration: I’ve used AI for this task according to our MS program’s AI policy. This document’s structural skeleton (headings etc.) and typesetting were assisted by the Gemini CLI tool, using Gemini 3. The prompt used was: “Make a skeleton for the report based on Week 4 task in the task description. Stick to the outline of the task markdown file.”