Project Milestone 1: Team Information/Communication Plan

David D Berberena

Bellevue University

DSC 630 Predictive Analytics

Andrew Hua

June 9, 2024

Project Milestone 1: Team Information/Communication Plan

**Team Member Names**

David Berberena, Brian Mann

**Team Communication Method**

Microsoft Teams chats, Google Docs file

**Team Weekly Meeting Day/Time**

Friday night/Saturday morning between 1:00am and 4:00am

**High-Level Plan to Complete the Project** (Starting from Week 2)

I believe that to accomplish this project with my peers, I need to maximize my time by compartmentalizing when certain tasks will be completed. My weekly schedule is very well set for success, allowing me ample time to handle the rigorous workload this term project will bestow upon me. This plan will begin with outlining Week 2 responsibilities as the preliminary Teams file will already be created for our group file submissions. I will include a table for each week outlining when I can work on term project duties and other class related activities.

Milestone 2 – Data Selection and Project Proposal (Week 2)

This milestone is when my group needs to solidify at least one viable dataset for the business problem we choose to tackle. After identifying the business problem, our target audience, and why it would benefit our audience to solve this problem through the use of our data (which will be fleshed out regarding how we obtained the data), we will be addressing the following points:

* What types of model or models do you plan to use and why?
* How do you plan to evaluate your results?
* What do you hope to learn?
* Assess any risks or ethical concerns with your proposal
* Identify a contingency plan if your original project plan does not work out
* Include anything else you believe is important

Looking ahead to the final paper submission, this milestone is meant to help generate the Introduction section of that paper. The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Create Group Google Doc |  |  |  | 7am-12pm |  |  |  |
| Discuss/Finalize Group Business Problem |  |  |  | 7am-12pm |  |  |  |
| Locate Datasets |  |  |  | 7am-12pm |  |  |  |
| Finalize Datasets |  |  |  | 7am-12pm, 1am-4am | 1am-4am |  |  |
| Write Project Proposal |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |
| Meet/Discuss Milestone With The Group |  |  |  |  | 1am-4am |  |  |

Milestone 2 – Group Evaluation or Peer Review (Week 3)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another’s work that I had not thought of before into my group’s future milestones. The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Conduct Project Review |  |  |  | 7am-12pm, 1am-4am | 1am-4am |  |  |

Milestone 3 – Preliminary Analysis (Week 6)

This week’s milestone is intended to be the Methods section of the final paper, and is mainly about performing exploratory data analysis prior to any data preparation and/or modeling. Some questions to think about when crafting this milestone are:

* Will I be able to answer the questions I want to answer with the data I have?
* What visualizations are especially useful for explaining my data?
* Do I need to adjust the data and/or driving questions?
* Do I need to adjust my model/evaluation choices?
* Are my original expectations still reasonable?

The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Perform EDA With The Data |  |  |  |  | 1am-4am | 1am-4am |  |
| Delegate Which Group Members Will Perform Which Tasks |  |  |  | 7am-12pm, 1am-4am |  |  |  |
| Meet/Discuss Milestone With The Group |  |  |  |  | 1am-4am |  |  |
| Update Google Doc with Methods Section of the Final Paper Deliverable |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |

Milestone 3 – Group Evaluation or Peer Review (Week 7)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another’s work that I had not thought of before into my group’s future milestones. The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Conduct Project Review |  |  |  | 7am-12pm, 1am-4am | 1am-4am |  |  |

Milestone 4 – Finalizing Your Results (Week 8)

This milestone is where the data manipulation/transformation/cleaning occurs as well as model training and evaluation. This week is where we tie up any loose ends and draw our conclusions based on our data and model performance metrics to begin the storytelling process. Below is what is expected of the group for this milestone:

* Explain your process for prepping the data
* Build and evaluate at least one model
* Interpret your results
* Begin to formulate a conclusion/recommendations
* Analyze the ethical implications of the project

The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Meet/Discuss Milestone With The Group |  |  |  |  | 1am-4am |  |  |
| Delegate Which Group Members Will Perform Which Tasks |  |  |  | 7am-12pm, 1am-4am |  |  |  |
| Clean Dataset(s) |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |
| Train/Evaluate Model Of Our Choice |  |  |  |  | 1am-4am | 1am-4am |  |
| Update Google Doc With Results And Conclusion Sections Of The Final Paper Deliverable |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |

Milestone 4 – Group Evaluation or Peer Review (Week 9)

This week we are tasked with reviewing another project or our group peers using the template form provided in the course materials. I will most likely stick to reviewing other group projects as I feel I could incorporate elements of another’s work that I had not thought of before into my group’s future milestones. The table below will help identify the major tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Weekly Assignment |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Conduct Project Review |  |  |  | 7am-12pm, 1am-4am | 1am-4am |  |  |

Milestone 5 – Final Project Paper and Presentation (Week 10)

The final week of the class demands the submission of the two deliverables required to complete the term project: the final paper deliverable explaining all aspects of our business problem and its solution(s) through the use of our chosen datasets, and the audio/visual presentation with a length of a minimum ten minutes. This week will be hectic as both deliverables are lengthy and very detailed, and preparing the audio/visual presentation will require clear delegation, follow-ups, and efficient amd swift collaboration. The table below will help identify the final tasks that need to be completed this week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Weekly Discussion Posts |  | 7am-12pm | 7am-12pm |  |  |  |  |
| Complete Extra Credit Quiz |  | 7am-12pm, 1am-4am | 7am-12pm, 1am-4am |  |  |  |  |
| Meet/Discuss Milestone With The Group |  |  |  |  | 1am-4am |  |  |
| Delegate Which Group Members Will Perform Which Tasks |  |  |  | 7am-12pm, 1am-4am |  |  |  |
| Select Audio/Visual Presentation Option |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |
| Finalize Audio/Visual Presentation |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |
| Finalize Google Doc By Proofreading/Adding More Details To The Final Paper Deliverable |  |  |  | 7am-12pm, 1am-4am | 1am-4am | 1am-4am |  |

Brief Explanation

Most all of my schoolwork is done between Tuesday and Friday, as I am able to allocate the most time to my academics during these days. I am off from work Friday through Sunday, so those days are spent with my wife, running errands, maintaining my social life, etc. The above forecasted schedules are subject to change based on the demands of the weekly milestones. All in all, I believe that this plan will provide me ample time to complete all project milestones and project/peer reviews.