

Data Analysis Project

Data Analyst: (You)

Client/Sponsor:

Purpose:

Write a brief description of why this project is happening below. Why is this project happening? What are the goals?

Scope / Major Project Activities:

What are the major parts of this project? List out the high-level steps, activities, or stages of the project, and give a brief description for each.

Activity	Description
To send invitation for conference	Send the invitation for events by knowing each guest with their full address and some personal information.
To arrange the lunch and dinner for guest	By identifying the age group we have to arrange food preferences for the guests.
To handover the thank you gifts to all guests	Again with the success of events some useful token thank you gift we need to give each guest depends upon their participation for particular events.

This project does not include:

Specify the things that this project isn't responsible for doing (out of scope). For instance, "this project does not involve a summation of 2019 data analysis"

- How many guests are attending events?
- Success rate of this event
- What guests are more interested in?

Deliverables:

A specific list of things that your project will deliver.

Deliverable	Description/ Details
Invitation sending	Need to collect addresses and send the invitation to all guests in time.
Lunch and dinner arrangement	Finding the most suitable menu and catering service in terms of cost and quality to arrange lunch and dinner.
Gift arrangement	Considering participation arrangement good quality gifts to guests.

Schedule Overview / Major Milestones:

The expected schedule for the project. This can be defined by milestones (e.g. "all data is cleaned and processed"), periods of time ("Week 1 / Week 2"), or other ways based on the needs of the project.

Milestone	Expected Completion Date	Description/Details
<i>Invitation send</i>	<i>Week 1</i>	<i>All invitations need to be sent to a known address.</i>
<i>Food arrangement.</i>	<i>week 2 - week 3</i>	<i>By comparing and negotiating with all food vendors and caterers we need to find a great deal.</i>
<i>Gift arrangement.</i>	<i>Week 4</i>	<i>Depends upon participation need to decide on gifts, purchase it and wrap it in gift paper.</i>

*Estimated date for completion:

This is my "if all goes well and I have everything I need, this is when I'll be done" date.

To do all the things I need 1 month.