**DS Project Scoping Document Template**

**General guidelines / Notes and tips for writing a project scoping document**

A few pieces of advice to create a document that will better serve the goals of the “product scoping document”:

* Keep the document short, in bullets, and to the point.
* Keep it clean, clear and readable. Something a stakeholder or a colleague can read fast and understand the main points
* The document is **dynamic** and might change over time. That's ok. Just inform relevant parties on big changes
* Share this document with all clients and stakeholders, every party that you have a requirement from and with your teammates, let them know what you are doing.

**Template**

1. **Intro section:**
   1. High level project description (TL;DR - goal, client, companies involved..)
   2. Timeline of major milestones: algo review, presentation to stakeholders, deployment, A/B test
   3. Team (data scientists, engineers, labelers, product owner…)
2. **Product section**
   1. Who is the point of contact?
   2. Who is the client?
   3. What is the client’s pain?
   4. What the model should give / how should it solve the problem?
   5. Where will the model be deployed?
   6. What are the business KPIs
   7. What is the expected/desired business impact?
3. **Data section**
   1. Time period
   2. Amount of data
   3. Population
   4. Labels
   5. Train / test sets
4. **Solution Section**
   1. Baseline model / version / heuristic to compare with
   2. Initial modeling approach
   3. Solution assumptions and risks
      1. What are the product / data assumptions?
      2. What is the risk from these assumptions?
      3. Risks mapping (research / model / data, engineering, business)
   4. Evaluation metrics
5. **Requirements section**
   1. Dataops
      1. labeling & data curation efforts
      2. Datadev needed to get / process the data
   2. Engineering requirements
      1. Backend / frontend dev need to integrate or deploy the model
      2. Model consumption and API
   3. A/B test - notes / requirements
6. **Legal consult requirements**
   1. Data usage that need legal approval (in terms of GDPR, controller-processor relation, PII, 3rd party data, open datasets)
   2. Open source / packages in use (verify licencing etc)
   3. AI regulations