# Project AT4 Action Plan Template

## Objective:

Assist students in effectively planning and executing their AT4 project by providing a structured framework for action.

## Project Planning

### Step 1: Define Project Scope

* Clarify the objectives and deliverables for the project.
* Ensure alignment with organizational expectations.

**Questions to Consider:**

* What is your main goal for this project?
* What are the deliverables?

**Project Scope Notes:**

## Data Collection and Understanding

### Step 2: Gather and Analyze Data

* Identify the necessary data sources and ensure data quality.
* Conduct a preliminary analysis to extract meaningful insights.

**Data Checklist:**

* Have you identified all necessary data sources?
* What initial patterns or trends have you observed?

**Data Analysis Notes:**

## Model Development

### Step 3: Develop ML Model

* Choose appropriate algorithms and tools for model development.
* Focus on model accuracy and efficiency.

**Model Development Plan:**

* What algorithms are you planning to use?
* How will you evaluate model performance?

**Model Development Notes:**

## Evaluation and Testing

### Step 4: Evaluate Model

* Validate model performance using relevant metrics.
* Make necessary adjustments based on test results.

**Evaluation Checklist:**

* What metrics will you use to evaluate the model?
* What are the expected results versus actual results?

**Evaluation Notes:**

## Deployment and Implementation

### Step 5: Deploy Model

* Develop a strategy for deploying the model into the working environment.
* Consider integration with existing systems.

**Deployment Plan:**

* How will the model be integrated into existing systems?
* What are the expected outcomes of deploying this model?

**Deployment Notes:**

## Documentation and Reflection

### Step 6: Project Documentation

* Compile all work completed in an organized report.
* Reflect on the process and outcomes, noting any challenges or learnings.

**Documentation Checklist:**

* Have you documented each phase of your project?
* What are your key takeaways from this project?

**Documentation Notes:**

## Reflection and Feedback

### Step 7: Reflect and Seek Feedback

* Reflect on the entire project process and outcomes.
* Gather feedback from peers and mentors for improvement.

**Reflection Questions:**

* What went well in this project?
* How would you improve it next time?

**Reflection Notes:**

### Tips:

* Focus on clear communication throughout the project.
* Regularly review progress against the action plan.
* Be open to feedback and iterative improvements.