Data Analysis Project Title

Purpose & Outline

Date

Authors

Project Id

Department

Company Branding

# Data Analysis Goal Summary

Brief description of the purpose for a data analysis and any relevant predefined attributes.

* What was the reason to start this analysis?
* What problems are we attempting to identify or address?
* Are there any predefined data sets or variables?

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# Scope

* What is the desired outcome, and the required steps to achieve this?
* What is required in the end deliverable?

# Shareholders & Means of Communication

# Resources

## Team Members & Roles

## Assets & Consumables

* What resources will be tied up?
* What is the ‘cost’ of pursuing this project?
* Are there any permissions necessary to access all of the tools and data for this project?

# Project Success Metrics

* Qualitative objectives
* Quantitative metric
* Metric measurement methods
* Desired improvement
* Calculate baseline metric values

# Timeline

* Phases
* Timeline
* Phase definitions and deliverables

# Technical Approach

## Data

* Existing data
* Desired data
* Metadata
* Data collection & measurement (accuracy) information
* Data types & resolution
* Data formats
* Data collection needs & approach (Setup data storage process if collecting)

## Extract Data

### Sources

### Pipelines

## Transform Data

### Handling Missing Data

### Validating Data

### Processing &| Conversion

## Analysis & Modeling

### Statistical Evaluation

### Visualizations & Interactions

### Modeling

## Constraints & Metrics

* Convert project success metrics into technical metrics

## Validation

## Tools

### ETL

### Data Collection

### Exploration

### Cleaning & Preparation

### Analysis & Presentation

### Modeling

### Evaluation

### Deployment

### Reporting

### Team Interaction &| Version Control

* Repo reference
* Invitation links to any closed groups

# Responsibilities

* What deliverables is each team member responsible for?
* What phases are team members involved in?
* Expectations for project recording & reporting
* Are there any persisting responsibilities after delivery? (live model?)

# Appendix

* Any preexisting resources that are useful for understanding this project or contributed to its adoption
* Visuals that would be useful to understanding desired outcomes/deliverables