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

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"

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Deliverables:

A specific list of things that your project will deliver.

Deliverable	Description/ Details

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

*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.