

Project Title:

Landover Hills Municipal Data Integration into the Maryland Open Data Portal

Date:

Mar 12, 2025

Group Members:

Zulykath Lucero, Shishir Poreddy, Ruth Ayele, Arafat Bhuiyan, Avindra Mahesh, Daniel Araj

1. Executive Summary

- **Purpose:** Provide an analysis of how Landover Hills can integrate their current municipal data into the Maryland Open Data Portal. The focus of this project is to give Landover Hills the tools to be able to increase their contribution to the portal in the future.
 - **Summary:** We are attempting to start the analysis of other municipalities as well as conduct an audit on Landover Hill's current data. We also hope to finalize our approach for creating a data dashboard for the city.
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2. Deliverables

List the specific outcomes your team is expected to produce during this two-week period. For example:

- **Requirements Document:** A detailed outline entailing all the technical and non-technical project requirements
 - **Data Assessment Report:** An initial evaluation of existing municipal data and identification of gaps.
 - **Dashboard Data Management Strategy:** A detailed strategy outlining how the client would be able to manage data for the long term.
 - **Web Scraping:** Work to scrape data from existing portal, specifically budget data, for dashboard creation and create plans to incorporate various other types of data.
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3. Timeline & Milestones

Create a schedule of tasks with deadlines for the sprint. A sample table might look like this:

Task	Assigned To	Deadline	Status
Sprint 2: Project Plan	Zulykath Shishir	03/12/2025	Complete
Revised Requirements Document	Zulykath Shishir	03/12/2025	In Progress
Sprint 2: Internal Project Check-In Actions Items Summary	Ruth Arafat	03/12/2025	Complete
Sprint 2: Internal Project Check-In Meeting	Everyone	03/12/2025	Complete
Create Detailed Strategy for Dashboard Data Management	Avindra Daniel	03/20/2025	Not Started
Scrape Data from existing portal for dashboard template creation.	Shishir	03/23/2025	Not Started
Analyze and create templates for other municipalities to implement different data	Daniel Araj	03/24/2025	Not Started

6. Roles & Responsibilities

Define the team structure and responsibilities for the sprint:

- **Project Manager:** [Daniel Araj] – Oversees project execution and communication with stakeholders.
- **Data Analyst:** [Zulykath Lucero/Arafat Bhuiyan] – Responsible for the assessment of current municipal data.
- **Research Specialist:** [Shishir Poreddy/Avindra Mahesh] – Conducts background research and best practices analysis.

- **Requirements Coordinator:** [Ruth Ayele] – Gathers, documents, and finalizes the project requirements.
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7. Communication Plan

Outline how your team will communicate during the sprint:

- **Meeting Frequency:** Internal Meetings twice a week (Monday and Wednesday) and Client Meeting once per Sprint (via Zoom)
 - **Status Reporting:** Weekly email summaries to update the team and client on progress.
 - **Communication Tools:** Internal communication done through the team's group chat and communication with the client will be through email
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8. Assumptions, Constraints, and Risks

7.1 Assumptions

- Stakeholders will provide timely feedback.
- Required data is accessible and current.

7.2 Constraints

- Landover Hills' limited resources and
- Potential delays in data access or processing due to non-standard formats.

7.3 Risks & Mitigation Strategies

- **Risk:** Delay in receiving stakeholder feedback.
Mitigation: Schedule backup meetings and follow-up communications.
- **Risk:** Data may not be in the required format.
Mitigation: Develop a contingency plan for data cleaning and formatting.