**Question/need:**

* What is the framing question of your analysis, or the purpose of the model/system you plan to build?
* Who benefits from exploring this question or building this model/system?

**Data Description:**

* What dataset(s) do you plan to use, and how will you obtain the data?
* What is an individual sample/unit of analysis in this project? What characteristics/features do you expect to work with?
* If modeling, what will you predict as your target?

**Tools:**

* How do you intend to meet the tools requirement of the project?
* Are you planning in advance to need or use additional tools beyond those required?