Project Requirements Document : Minnesota DOT

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Client/Sponsor: Minnesota Department of Transportation

Purpose: ***(Briefly describe why the project is happening and why the company should invest resources in it.)*** We were reached out to be the Minnesota Department of Transportation. They are wanting to have questions answered to see if they need to build new infrastructure. Adding lines, lanes, entrances and exits.

Key dependencies: ***(Detail the major elements of this project. Include the team, primary contacts, and expected deliverables.)*** Our team consists of; Tammy, Data Warehousing Specialist, Joe, Manager, Data Governance, Sam, Data Analyst and Nolan BI analyst. Primary contacts are our stakeholders. Expected deliverables are; adding a chart illustrating how total traffic volume, how traffic volume in affected in regards to weather conditions, Traffic volume during holiday seasons, Traffic volume broken down by year, month, week, day, and by hour.

Stakeholder requirements*:* ***(List the established stakeholder requirements, based on the Stakeholder Requirements Document. Prioritize the requirements as: R - required, D - desired, or N - nice to have.)*** The **Rs** - Access to dashboard with large print. The stakeholders would like 3 charts identifying these 3 measures. 1. Traffic Volume and Date Time, 2. Traffic Volume, Date Time on different Holidays, 3. Traffic volume, Date Time, and weather conditions. The **Ds**- Include fields weather conditions, traffic volume, rain and snow fall measured in inches. Temperature in Fahrenheit, and date time separated (possibly – if applicable). The **Ns**- Understand what the stakeholders want, insights on allowing them to make decisions with their infrastructure, and how to improve traffic if necessary. understand the traffic patterns and show how it differs with weather and seasons/Holidays. Understand pain points, try to reduce load if necessary. No need to have extra data if not necessary.

Success criteria: ***(Clarify what success looks like for this project. Include explicit statements about how to measure success. Use SMART criteria.)*** Assuring the Ds and Rs criteria have been met. Giving the stakeholder something interesting or surprising about the data could possibly be beneficial. Having enough time and data analysis to roll out a first draft, see if we have setbacks, and have enough time to adjust. Complete the task on time.

User journeys: ***(Document the current user experience and the ideal future experience.)***
Future experience: This should be a process and a set of tools that will be interactive and require monitoring over time. User will have the ability to answer their own questions using the BI tools and dashboards.

Assumptions: ***(Explicitly and clearly state any assumptions you are making.)*** Here are my assumptions. More time on the platform will lead to a sale, more visits on certain pages will lead to sales, adding things to carts more often will lead to sales. Easy searchable items will lead to more sales with that item. Vice versa for less sales.

Compliance and privacy: ***(Include compliance, privacy, or legal dimensions to consider.)***
The data we will be using doesn't involve information and or data that is overly personal or private information. This could fall into the category of public information within Minnesota. Privacy and legal precautions will still be taken and measured.

Accessibility: ***(List key considerations for creating accessible reports for all users.)***
Consider some might have disabilities so tailor the accessible reports to that as well. Consider the stakeholders may not understand your team's jargon. Make the reports understandable and straightforward. Consider you might not have the answers to all questions coming from the stakeholders. Consider others who may use it. Ask additional questions in regards to specifics like chart types, Non-negotiable KPIs etc.

Roll-out plan: ***(Detail the expected scope, priorities, and timeline.)***
Week 1: Dataset assigned. Initial design for fields and with all fields validated to fit the requirements
Week 2: SQL and ETL/Pipeline development
Week 3: Finalize SQL, dashboard design, and first draft/mockup and review with peers and stakeholders.
Week 4: Dashboard development and testing