# COVID-19 Dataset

**Data Analyst:** Emil Perez

**Date:** 11/30/2024

**Client/Sponsor:** Kaggle

## Purpose

The Scope of Work (SOW) document outlines the specific tasks, deliverables, and timelines for the data analysis project using the COVID-19 dataset. It provides a comprehensive roadmap detailing the project's objectives, methodologies, and resources required to complete the analysis. The SOW serves as a guideline for maintaining focus on key goals, managing stakeholder expectations, and ensuring project milestones are met efficiently. This document also defines the metrics for evaluating project success and sets clear expectations for deliverables, facilitating structured collaboration and transparent communication throughout the project.

## Scope / Major Project Activities

| Activity | Description |
|---|---|
| Data Import and Initial Exploration | Load and clean the dataset using Excel or Google Sheets. |
| Data Manipulation | Apply functions, formulas, and create custom tables. |
| Data Analysis | Explore key trends, patterns, and perform statistical analyses. |
| Reporting | Prepare summaries and visualizations for insights. |

## This project does not include:

- Real-Time Data Updates: The project focuses on historical data analysis and will not include integration of live or ongoing updates.
- Data Collection: The dataset provided will be the sole basis for analysis, and no additional data sources will be gathered independently.
- Predictive Modeling: Advanced forecasting or machine learning models for future trends are beyond this project's scope.

- Policy Recommendations: While insights will be provided, detailed policy guidance or recommendations are not included.
- Customized Dashboards: Interactive or continuously updated dashboards will not be delivered; results will be static reports or visualizations.
- Verification of External Data Accuracy: Responsibility for ensuring external data's validity or accuracy lies outside the project's scope.
- Geospatial Analysis: Advanced GIS mapping or spatial modeling will not be part of the deliverables unless explicitly requested.

## Deliverables

| Deliverable | Description/ Details |
|---|---|
| Data Cleaning and Preparation | A complete and cleaned dataset ready for analysis. |
| Exploratory Data Analysis (EDA) | Visualizations and summaries of trends and patterns. |
| Statistical Insights | Key metrics such as growth rates, mortality rates, and correlations. |
| Final Report/Presentation | A document or deck summarizing findings, methodologies, and actionable insights. |

## 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 |
|---|---|---|
| Dataset Cleaning Completed | 12/02/2024 | Ensure data accuracy and consistency. |
| Initial EDA Submitted | 12/03/2024 | Basic trends and patterns visualized. |
| Statistical Analysis Report Delivered | 12/04/2024 | Insights and metrics calculated. |
| Final Presentation Ready | 12/05/2024 | Comprehensive summary with actionable results. |

## Estimated date for completion:

- *12/05/2024.*