A picture containing text, clipart

Description automatically generated

Infectious Disease Platform

<project name>: [Proof of Concept, Pilot]

V0.1

*Written by: <team lead>*

# Title: <project name>

**Client**: <client name>

*The purpose of this document is to highlight the purpose of the project, what is needed from a technical and functional aspect, define deliverables and establish times and dates when to touch base and discuss progress and to discuss potential project risks. This should reduce ambiguity on what should be delivered and set reasonable expectations.*

Glossary

***If there are some acronyms that are mentioned through this document, create a list of terms and definitions***

Project Background

# *What is the overview of the project? Give a paragraph summary of the problem, solution, the deliverable and its value add to the business*

# Scope

***The functionality the project/software will include and exclude – required, desirable, optional. Scope & Functionality of the project should be clear so that client and developer have same expectations.***

For to scope of this POC, here the inclusion and exclusion definition:

**Required:**

* **List what is required of the project, what models will be produces, what is needed to visualize or serve the output of the model? What supplement data will also be shown?**

**Optional**:

* **List of items that are “nice to have” and should only be given if ahead of schedule or there is bandwidth to carry them out.**

**Excludes**:

* ***List what will NOT be delivered. This is crucial as it sets reasonable expectations for the business and the development team. It’s worth being verbose here just in case you mention something the business owner may not have thought of***

Walkthrough Scenario

***The walkthrough scenario is used to convey the develops interpretation of how the end user will interact with the delivered product.***

**User**:

* ***Give a step by step scenario to make sure you understand the users of this solution and how they might interact with it.***

Preliminary Requirements Analysis

***Very high-level estimation on the what the end-product will need to have to be successful. These are subject to change and review.***

**Non-functional requirements**

Modelling

* Example: ***There should be a modelling framework which will allow developers to rapidly produce model experiments.***

**Functional Requirements:**

User

* Example: ***A user should have the ability to provide feedback on the model outputs and the dashboard UI.***

Preliminary Technical Requirements

***These are what is expected to be needed in terms of technologies and dependencies. As development is an iterative process and we develop better understanding of the problem statement, these will be subject to change. You can keep this high level.***

**Development language (s):**

***What problem languages will be used?***

**Data:**

***What data will be used and where will it come from?***

**ML/DL library:**

***How will you produce the models?***

**Development Environment:**

***Where will your team develop these models? Azure, IQS, on-prem?***

**User Interface Framework:**

*Modelling Approach and Outcomes*

***Give a high level explanation on what model you will implement, what will be in the type of input data and what will the model produce***

Model Success Criteria

**Evaluation metric: *<metric>***

***Depending on what problem you are trying to solve you may want to use different measures for performance. Make sure you explicitly call this out and make sure the business owner understands the definition of the metric.***

**HLP review:**

***If HLP is suitable for this business problem, it should be used as a measure for model success.***

Risk Analysis

* ***Outline the potential risks to the project***

## Visibility Plan

We should meet on a ***<some time period>*** basis to discuss:

* Modelling experiments and results.
* Technical hurdles which may delay deliverables.
* Feedback.

Deliverables

**Management Deliverables:**

* Feasibility Study
* Analysis and Design Documentation
* Testing documentation

**Technical Deliverables:**

* Machine learning models for ***<some problem>***

Preliminary Project Plan

For the purposes of the POC, our designated end date is ***<date>***

Milestones and dates of note:

1. ***<date> - <milestone 1>***
2. ***<date> - <milestone 2>***
3. ***<date> - <milestone 3>***

## Conclusion

***Give a brief summary to the document***

## Future Work

***If the business owner is looking for additional features to be added to the solution, but you believe that it would only be achievable in the long term then list it here. You can also add some items for the “exclude” portion of the Scope section.***