REPORT 1

Section	Subsection	Reader	Notes	Expected # of pages (approx)
Client requirements	Summary	Business	Summarize the client requirements. Don't assume the reader has prior context.	0,5
	Requirements clarifications	Business + Technical	Consider that this is what you send the client ahead of time to close ambiguities from the busienss requirements. It should turn ambiguous business requirements into hard technical requirements.	0,5
Dataset analysis	General analysis	Business	Assume that the reader is not the person who sent you the requirements, and does not know the dataset. Also, use charts when possible to synthesize information, rather than raw numbers.	2
	Business questions analysis	Business	Answer the business questions that were posed directly to you, keeping in mind that the audience here is the client. Refer to the annexes whenever you need to support a claim. Stick to the hard facts that you can support with data.	1
	Conclusions and Recommendations	Business	In this section you can give your professional opinion about more subjective topics, such as what stations may merit further investigation, or interpretations of your findings.	0,5
Modeling	Model expected outcomes overvi	Business	Consider this the part that the client will read about the model. Use it to set expectations about what is realistic, and what outcomes you expect from the production run.	0,5
	Model specifications	Technical	Explain the model so that it is replicable by someone who knows data science, but not necessarily Python. If they implement it in another language it will probably end up slightly difference (due to implementation details), but it should be enough to re-do in R, for instance.	1
	Analysis of expected outcome	Technical	What outcomes do you expect, based on the training set? Consider all the client requirements at this point.	0,5
	Alternatives considered	Technical	What alternatives did you consider prior to deciding on this model?	0,5
	Known issues and risks	Technical	What do you know is likely to go wrong?	0,5
Model Deployment	Deployment specifications	Technical	Explain to a technical audience how to replicate the model deployment	1
	Known issues and risks	Technical	Explain what issues and risks you expect	0,5
Annexes	Dataset technical analysis	Technical	Technical summary of the dataset. Feel free to write a small script that outputs this.	3
	Business questions technical sup	Technical	In-depth support for your answers.	1
	Model technical analysis	Technical	In depth analysis for your non-business answers.	2
			TOTAL	15

REPORT 2

Section	Subsection	Reader	Notes	Expected # of pages (approx)
Business Conclusions	Summary	Business + Technical	How well were you able to meet the performance and all requirements that you outlined in report 1	1
Results Analysis	Model Performance	Technical	Based upon the performance that you expected and reported in report #1, how did you do on the observations for which you know the outcome.	2
	Success on requirements	Technical	Based upon the requirements that you identified in report 1, how did the new population and your model behave compared to what you reported and expected.	2
	Population Analysis	Technical	Did the population change much from what you saw when you trained the model and did report 1 on.	2
Next Steps	Next Steps	Business + Technical	Talk about known things that you could implement to clearly make improvements as well as more exploratory tasks about how to move forward or even reframe the problem in a way that is best for the client.	1
Deployment Issues	Re-deployment	Technical	Did you voluntarily re-deploy for any reason at all? Explain and justify.	0-1
	Unexpected problems	Technical	Unexpected problems encountered during deployment. Did it crash? Did you get unexpected data? Were there things about the production environment that was suprising? This and more.	1
	What would you do differently	Technical	Explain the learnings and what should be improved	0,5
			TOTAL	9,5