**The Data Mine Project Charter Template**

*This is a suggested project charter template for projects in The Data Mine. Feel welcome to use how you see is best suited for your project. Additional Agile Project charter resources can be found via* [*Agile Alliance*](https://www.agilealliance.org/glossary/project-chartering/) *and* [*Scrum.org*](https://www.smartsheet.com/content/agile-project-charter)*.*

**Company Overview**

*We encourage you to link to public webpages and/or videos for this information.*

1. Mission/Vision Statement:
2. Company description:
3. Company history:

**Project Information**

1. Project name: [*Name of the project.*]
2. Project description: [*Brief overview of the project*. *You could reference the project description slides.*]
3. Corporate Partner Mentor(s): [*Who is the point of contact for this project? (Short Bio and email)*]
4. Subject matter experts: [*Other people assisting project (Short Bio)*]
5. Project purpose statement: [*Why is this project important?]*
6. Project objectives: [*Goal of this project via a couple of clear objectives.*]
7. Data description: *[Data type (csv, image, video, etc.), Purpose of data, data acquisition, any preprocessing of data]*

**Student Roles & Responsibilities**

The most successful teams have clearly defined roles and responsibilities. These may be rotating roles throughout the semester, but this area is a starting point of discussion. List essential roles/responsibilities for team members of the project. Examples include project manager/scrum master (this should be the TA), data visualization specialist, front end developer, etc.

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| --- | --- |
| Role | Responsibilities |
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**Project Scope:**

1. Define the limitation of the project. [*What is included and excluded from the project?*]
2. Identify key stakeholders of the project. [*Who this project impacts*]
3. Product Deliverables. [*State the desired outcome of the project.*]

**Technical Requirements:**

*This is a non-exhaustive list of questions to consider as you scope out the technical needs of the project. Additional resources are in The Examples Book:* [*https://the-examples-book.com/crp/mentors/data-science-project*](https://the-examples-book.com/crp/mentors/data-science-project)

1. Will your project require a database? If yes, what kind? (PostgreSQL, Mongo, etc.)
2. Will the project focus on building a custom website or dashboard?
3. Will the students be using dash boarding tools? (Tableau, Power BI)
4. Do you plan to utilize ArcGIS for the project?
5. Are there any other specific applications that you would like the students to utilize?  
    1. If yes, please list:
6. What coding language(s) will you be utilizing? (Python, R, etc.)
7. Are there any specific algorithms that you believe the students will utilize? (Time series, clustering, neural networks)
8. Will your project require GPU resources? If so, where will the students access it?
9. Do you plan to provide the full data set, or will the students be responsible for supplementing the data?

*Note 1: The Data Mine does not host production applications. If you'd like to host the application that the students build, it will be your responsibility to set up the framework. The Data Mine is happy to help if you have any questions.*

*Note 2: Social media scraping is a very fragile process and is actively disrupted by the host companies. If students focus on these types of projects, they may encounter major challenges.*

*Note 3: Dashboarding apps, like Power BI and Tableau, are easy for students to access, but publishing often requires a paid license. The Data Mine will not provide these paid licenses, and it's important to consider as part of the project planning.*

**Background & Preparation:**

1. What material should the student review to understand project? Please provide relevant links here including video, literature, etc. This content will be expected of the students to review during the first ~2 sprints (4 weeks).
2. What project management tool do you prefer? [*Default: Microsoft Teams, Other free options include Trello, Asana, Linear. Be sure to check pricing. The Data Mine cannot sponsor project management tools.*]

**Documentation**

1. What are your documentation expectations?
   1. Documentation Format *[Wiki, Github ReadMe, Google Docs, etc]*
   2. Documentation Frequency *[Every Sprint]*
2. What are your code management expectations? *[The Data Mine can support the management of a Github repository at your request]*

**Data Security & Boundaries:**

1. Are there any sensitive data? (specific classification – this is included on the sponsor acknowledgement). What type of data will your team work with? [public, private, internal, etc]
2. Does your team have any proprietary code that is owned by the company?
3. What data security guidelines do you have for your team?
4. Limitations on what data can/can’t be used for.

**Implementation Plan:**

* Provide roadmap/timeline of how the project will be executed.
* Outline key milestones and objectives for the team to create.
* Please budget time for team bonding and student learning

[Data Mine Corporate Partners syllabus](https://the-examples-book.com/crp/students/spring2023/syllabus)

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| The Data Mine Corporate Partners Fall Roadmap | |
| Sprint 1 |  |
| Sprint 2 |  |
| Sprint 3 |  |
| Sprint 4 |  |
| Sprint 5 |  |
| Sprint 6 |  |
| Sprint 7 |  |
| Sprint 8 |  |

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| The Data Mine Corporate Partners Spring Roadmap | |
| Sprint 1 |  |
| Sprint 2 |  |
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