

# Data Analysis Project

Data Analyst: (You)

Client/Sponsor:

**Purpose:**

*Write a brief description of why this project is happening below. Why is this project happening? What are the goals?*

**Scope / Major Project Activities:**

*What are the major parts of this project? List out the high-level steps, activities, or stages of the project, and give a brief description for each.*

Activity	Description

**This project does not include:**

*Specify the things that this project isn't responsible for doing (out of scope). For instance, "this project does not involve a summation of 2019 data analysis"*

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**Deliverables:**

*A specific list of things that your project will deliver.*

Deliverable	Description/ Details

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**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

**\*Estimated date for completion:**

*This is my "if all goes well and I have everything I need, this is when I'll be done" date.*