Online Supplement: Full Assignment Description

**Community Data Partnership**

**Description**: For this assignment, we will be working on a team for the Community Data Partnership (CDP). The CDP brings together city and community leaders to provide data-driven solutions to real-life issues facing the community. Students will attend the CDP opening session, join a team, and complete the project tasks by the end of the assigned period.

**Goals:** Overall learning goals for this project include the following

1. Students would apply the knowledge they had developed in policy analysis and research methods classes to real-life scenarios.
2. Students would develop and practice the social and networking skills needed to work with teams from diverse backgrounds and methodological trainings.

**Tasks:** Students should accomplish these specific tasks during the project

1. Listen to and understand the requests of the stakeholders.
2. Create a research design to respond to the request.
3. Collect or request the relevant data to accomplish the goals of the stakeholders.
4. Analyze the data using processes that are transparent and replicable for city officials.
5. Create and present a summary report with actionable recommendations to city officials.

**Timeline:** The timeline for a typical CDP project cohort is as follow

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| --- | --- |
| Week 1 | Introductions and Stakeholder Presentations. Students select team roles. |
| Week 2 | Team Assembles. Consult with subject matter experts and develop research design. |
| Week 3-4 | Data experts collect and clean data. Begin data analysis. |
| Week 5 | Mid-project assessment. Data experts report back to the team. |
| Week 6-8 | Analysis continues. Storytellers help with data visualizations and narrative. |
| Week 9 | Report on initial findings to stakeholders. Assemble presentation for CDP meeting. |
| Week 10 | Present findings to the entire CDP cohort, city officials, and community leaders. |

**Team Composition:** Roles and responsibilities of CDP team members

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| --- | --- | --- |
| **Role** | **Who can participate?** | **What are the responsibilities?** |
| Stakeholder / Client | Municipal Official or Community Leaders | Presents a problem or issue from the city or the community which they believe could be solved through the data partnership.  |
| Team Leader | Municipal Official, Community Leader, or Faculty Sponsor | Similar to a project manager. Coordinates the activities of the team to address the stakeholder’s question. Key liaison between the team, the city, and the stakeholder. |
| Data Expert | Any team member. Ideal for students. | Develop and execute a research design by identifying the research question, cleaning and analyzing data, and ensuring transparency and replicability. |
| Subject Expert | Municipal Official or Community Leaders | Usually part of the stakeholder department, agency, or organization. Works with the team to provide subject matter expertise on the research design and storytelling |
| Story Teller | Any team member. Ideal for students. | Create, design, and present the research findings to the stakeholders, other teams, and city officials at the end of the project period. |