



Check-list

## **Human-data interactions project**

## A. Understanding of the project

1. Who are you?
2. What is your mission?
3. What is your project?
4. What are your goals?
5. Which problem are you looking to tackle?
6. How do you deal with this problem at the present time?
7. What is the historical background of your project and your needs?
8. How will this project evolve?
9. What do you think are the conditions for success of the project? And its risks of failure?
10. Who will judge the success of the project?
11. What are the success criteria envisaged?

## C. Features & information

*If the project is an application, a tool, a website:*

1. Which functionalities are essential to users?
2. What information should users be able to find? What will this information be for them?
3. What questions should this project answer?
4. Should the application be available in multiple languages?

## B. Users

1. Who are the end users of the project? What are the different target profiles?
2. How comfortable are they with a computer?
3. How will they use the interface? For which purpose? How often? How long? In which context?
4. What are the expectations of the end users for this project?
5. What is the type of medium / devices privileged by the end users (tablet, mobile, desktop, etc.)?

## D. Methodology

1. What kind of deliverables are you expecting?
2. Who will be the person(s) in charge of managing the project?
3. Who will be the person (s) involved in the arbitrations related to the project, or in the validation of its main deliverables?
4. What are your graphics standards to follow?
5. Do you anticipate methodological constraints?
6. Do you have constraints on the project schedule?
7. When can the data be available?
8. What budget do you have for this project?

## E. Data

1. Which Data could this project use?
2. Where do these data come from? How were they collected?
3. What are the main dimensions and KPIs of the dataset?
4. Is it necessary to reformat the data? To clean them? To perform treatments with these data? To perform calculations?
5. What is the period and context of accuracy for the dataset?
6. How often is the dataset updated?
7. Can this data be understood alone? Or do they need to be contextualized with other elements? If so, what elements?
8. How can data be made available? (API, access to a database, Excel or CSV files, etc.)
9. Does data contain a geographic dimension (place names, coordinates)? If so, do you usually use a map solution like Google Maps or Open Street Map?
10. Are there any business rules associated with this data, that need to be implemented?
11. Have you already made first presentations, or first projects, with this data? If so, can you send them to us or describe them?

## F. Technical specifications

1. Will the project be presented on a dedicated url, within a website or an autonomous application? Or should it fit into an existing website or application?
2. On which devices should the interface be used? (smartphone, tablet, desktop, etc.)
3. What is the browser support required?
4. How many simultaneous users should the project be able to support?
5. Where will the project be hosted? What are the technological constraints?
6. Is there a pre-production hosting environment? How is the production process typically carried out?
7. Do some technologies have to be used? Are some technologies prohibited?
8. What are the security issues to consider, either to access your server or work with your data?
9. Who will be the technical interlocutors to speak to? What working methods are planned to adopt with them?