Peer Reviewing Process Template

Team:

Validation team:

Enabler:

Roles: **mandatory** / **optional**

Date:

Iteration:

Initial Idea

Identification of the goal, impact and viability of the project:

Goal

What is the goal of the project?

Impact

Have any KPIs been defined?

Outcome

What is the expected functionality of the product?

What type of output will it provide? eg: prediction, ETL, data table, ...

User

Who is the final user (a client, another department, …)?

Time estimation

Other

Is it an international project?

Is a POC needed to decide whether the project should continue?

Are there any potential risks regarding fairness?

Roles Reviewer Team

- Product Owners
- ML Engineering
- Data Scientists

Roles Reviewed Team

- Product Owners
- ML Engineering
- Data Scientists

Names:
Name 1, Name 2...

Data

Details about the input and output data that are necessary to build a solution:

Data sources

What type of data are needed?

What is the origin of the data? Are data sensitive?

Availability

Are the data available and ingested regularly?

Other data

Are additional external data needed?

Output characteristics

What type of data will be generated?

What will be the update frequency?

Roles Reviewer Team

- Business
- Data Hub
- ML Engineering
- Data Scientists

Roles Reviewed Team

- Data Hub
- Data Scientists

Names:
Name 1, Name 2...

Analytical Solution

Description of analytical solution, including models if any:

Final analytical solution

What analytical solution, or model(s) were chosen and why?

What is the complexity of the solution? Could it be reduced?

What technology was used?

Training and validation

How similar are the datasets for training, validation and test?

Was the solution cross-validated? Was there any regularization applied?

Implementation and deployment

Is the solution robust? Does it scale?

Is it interpretable?

Roles Reviewer Team

ML Engineering

Data Scientists

Roles Reviewed Team

Architecture

ML Engineering

Data Scientists

Names:
Name 1, Name 2...

Validation

Validation metrics, including those related to business:

Solution validation

Log of the metrics obtained for different tests and iterations of the analytical solution.

Business validation

Does the solution meet the expectations?

Can the solution be applied to all data?

Was any A/B test performed?

Model validation

What cost function is being optimized?

Metrics for training, validation and test datasets

Stress test

Were corner cases tested?

What happens when corrupted data is received as input?

Roles Reviewer Team

Business

Product Owners

Architecture

ML Engineering

Data Scientists

Roles Reviewed Team

Business

Product Owners

Architecture

ML Engineering

Data Scientists

Names:
Name 1, Name 2...

Monitoring & Feedback

Registry of future reviews of the deployed solution:

Model

How can model degradation be measured?

Re-training frequency: is it automatic?

Performance monitoring

Monitoring of input data stability

Business & Stakeholders

KPIs

Feature importance

Business feedback (quantitative or qualitative)

Fairness

Are potential bias being monitored?

Other

Are alerts needed?

Roles Reviewer Team

Business

Product Owners

ML Engineering

Data Scientists

Roles Reviewed Team

Business

Product Owners

ML Engineering

Data Scientists

Names:
Name 1, Name 2...

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