



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

## **Scope of Work: Public Data Research and Project Support**

### **1. Introduction:**

This Scope of Work outlines the responsibilities and expectations for a Data Research and Project Support role. The individual will contribute to a larger initiative by researching and mapping public federal and state datasets, while gaining valuable experience in project management, data analysis, and professional development.

### **2. Objectives:**

- Identify and compile relevant public federal and state datasets related to [Specify the general area of the larger initiative, e.g., environmental health, economic development, education].
- Map and organize data elements to support the larger initiative's data architecture.
- Contribute project management tasks using Smartsheet.
- Conduct basic data analysis using Excel to derive insights.
- Develop and enhance professional soft skills, including communication, organization, and time management.

### **3. Tasks and Responsibilities:**

- **Data Research:**
  - Conduct comprehensive research to identify relevant public datasets from federal and state agencies.
  - Document data sources, metadata, and data dictionaries.
  - Evaluate data quality and relevance to the initiative's goals.
- **Data Mapping and Organization:**
  - Develop data mapping schemas to align public datasets with the initiative's existing data structure.
  - Organize and categorize data elements for efficient retrieval and analysis.
- **Project Management Support:**
  - Utilize Smartsheet to track project tasks, timelines, and deliverables.
  - Assist in the creation and maintenance of project documentation.

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- Participate in project meetings and provide updates on research progress.
- **Data Analysis:**
  - Perform basic data analysis using Excel to identify trends and patterns.
  - Create data visualizations (charts, graphs) to communicate findings.
  - Summarize key data insights in clear and concise reports.
- **Professional Development:**
  - Actively seeks opportunities to enhance communication, collaboration, and problem-solving skills.
  - Participate in training and workshops as available.
  - Be receptive to feedback and strive for continuous improvement.

#### 4. Tools and Technologies:

- Microsoft Excel
- Smartsheet
- Public federal and state data portals (e.g., [data.gov](https://data.gov), state-specific portals)
- Web based search engines.

#### 5. Deliverables:

- A comprehensive inventory of identified public datasets.
- Data mapping documents and schemas.
- Regular project progress updates in Smartsheet.
- Data analysis reports and visualizations.
- Documentation of research and data findings.

#### 6. Timeline:

- [Specify the duration of the project or role, e.g., "This is a [number] week project," or "This is an ongoing role with [frequency] check-ins."]
- [If needed include a list of key milestones]

#### 7. Reporting:



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- The individual will report to [Specify the supervisor or project manager].
- Regular progress meetings will be held [Specify frequency, e.g., weekly, bi-weekly].

**8. Skills and Qualifications (Desired):**

- Strong interest in data research and analysis.
- Familiarity with public federal and state datasets.
- Proficiency in Microsoft Excel.
- Basic understanding of project management principles.
- Excellent communication and organizational skills.
- Ability to work independently and as part of a team.
- A desire to learn and grow professionally.