Stage 4: Final Report

- ☐ Formatting
  - ☐ Font: Times New Roman, 12pt ; Spacing: 1.5; Alignment: Justified
  - ☐ Writing Style: Clear, concise, professional, and uniform voice. Ensure good grammar, punctuation, and logical flow between sections and paragraphs.
  - ☐ Length: 18-20 pages Report + Cover Page + Index/Content Page (Total 20-22 pages)
  - ☐ Page numbers: Include on all documents
  - ☐ Figure and Table Numbers: Use and reference in-text where applicable
- ☐ Final Submission Content
- ☐ Content Page
  - ☐ Title: Same as Proposal
  - ☐ Name , Email
- ☐ Content / Index Page - with Headings and page number.
- ☐ 1. Executive Summary and Title (200-250 Words)
  - ☐ Paragraph 1- Brief about Organization with problem they are facing
  - ☐ Paragraph 2 - Brief about Data collected Highlighted Descriptive statistics and Analysis/Methodology Used.
  - ☐ Paragraph 3 - Highlights of gain results and findings
  - ☐ Paragraph 4 - Highlights of Interpretation of result and recommendations (Also put if any improvement observed in the Business because of this project/recommendation/analysis.)
  - ☐ Conciseness: While comprehensive, maintain a brief and focused summary.
- ☐ 2. Detailed Explanation of Analysis Process/Method (15 marks)
  - ☐ Data Cleaning and Preprocessing
    - ■ Explanation: Briefly describe the data cleaning process.
    - ■ Importance: Explain how data cleaning ensures data quality and accurate analysis.
  - ☐ Comprehensive Explanation for each Method/Analysis Used: Provide a thorough and detailed explanation of the entire analysis process. This should go beyond the midterm submission and include all steps taken, from data collection to the final analysis.Use Abstraction - Mathematical equations or definitions
  - ☐ Justification: Justify all choices made, including the selection of methods, tools, and variables, always linking them back to the problem statement.
- ☐ 3. Results and Findings (Graphs and other Pictorial Representation Preferred and with words) (40 marks)
  - ☐ Visualizations: Utilize a variety of graphs, charts, tables, and other visual representations to effectively present findings.

- ☐ Textual Explanations: Accompany each visualization with clear and concise textual explanations.
- ☐ Depth and Insight: Go beyond simply describing the results. Analyze the findings, identify trends and patterns, and draw meaningful insights.
- ☐ 4. Interpretation of Results and Recommendations (20 marks)
  - ☐ Interpretation: Interpret the results in the context of the problem statement. Explain the significance of the findings and their implications for the business.
  - ☐ Actionable Recommendations: Provide specific, measurable, achievable, relevant, and time-bound (SMART) recommendations based on the findings.
    - ■ Writing style - Recommendations for each problem statement or Combined Recommendation based on Urgent and Long term
  - ☐ Implementation: Discuss the potential impact and benefits of implementing the recommendations.(Short paragraph)
- ☐ 5. Presentation and Legibility of the Report (10 marks)
  - ☐ Professionalism: Ensure the report is professionally presented with consistent formatting, clear headings, and a logical flow.
  - ☐ Legibility: Ensure the report is easy to read and understand. Use appropriate font size, spacing, and visual aids to enhance readability.
- ☐ Links:
  - ☐ Dataset Link
  - ☐ Analysis Link (Collab/Excel/G-Drive Folder/etc) (If any)
- ☐ General Checklist
  - ☐ Comprehensive Report: The final submission should be a complete and comprehensive report covering all aspects of the project.
  - ☐ In-Depth Analysis: Demonstrate in-depth analysis and interpretation of the findings.
  - ☐ Actionable Recommendations: Provide clear and actionable recommendations that can be implemented by the business.
- ☐ Additional Considerations
  - ☐ Cumulative Score: To be eligible for the viva voce, a cumulative score of 40/80 is needed from the proposal and midterm submission.
  - ☐ Building on Previous Submissions: The final submission should be a culmination of your work from the proposal and midterm stages.
  - ☐ Refinement: Refine and polish your executive summary, analysis process, results, findings, and recommendations based on feedback and insights gained throughout the project.
  - ☐ Plagiarism: Ensure the report is original and avoid plagiarism.
  - ☐ Thoroughness: Adhere to the rubrics carefully and pay attention to detail in all aspects of the final submission.