Learning Log: Start a data analysis checklist

Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: Learning Log: Start a data analysis checklist.

Date: <enter date>	Course/topic: Course 5: Analyze data to answer questions
	Learning Log: Start a data analysis checklist
Create your checklist	Start a high-level checklist of tasks you need to complete during analysis using the steps you have already learned: **Ask** ● *Right questions* ● Company and CEO perspectives. ● The problem we are trying to solve. ● asked effective questions and collaborated with leaders and managers **Prepare** ● See the big picture. ● built a timeline ● **the analysts identified what data they needed to achieve the successful result** ● **gather the data** **Process** ● **clean the data** ● **Data consent, ethically, consistency** ● **How data is collected, stored, managed, and protected** **Analyze** ● **Analyze the data** ● ●

	Share
	    ● **sharing the reports**
	    ● **communicate the results**
	    ●
	Act
	    ● implement changes and take actions
	    ●

Reflection:	Write 3-5 sentences (60-100 words) answering the following questions:
Questions and responses:	● Did making a checklist help you better understand the data analysis process? *Yes, it did. It helped me by providing a clear view of what I needed to do.* ● How can you adapt your checklist to fit each new project? *I can adapt it by knowing what I am working with, and then making some modifications.*