# DAT 325 Project Two Template

# Executive Summary Report

## Data Set Anomalies

The first row is an example.

| **Key Value** | **Description of Anomaly** | **Plan for Resolution** |
| --- | --- | --- |
| *Example:*  *101339052 (Employee Number field)* | *Example: Last name missing* | *Example: Delete row* |
| [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] |

## Data Types

You may need to add rows. The first three rows provide example answers. You will need to assess all header names from your chosen data set.

| **Header Name From File** | **Data Types Note** |
| --- | --- |
| *Example: State* | *Example: OK* |
| *Example: DOB* | *Example: Won’t Use* |
| *Example: Dates Employed* | *Example: Needs to be rounded* |
| [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] |

## Specific Transformations Needed to Join the Data

You may need to add rows. The first row is an example. Responses may have one to three Excel functions.

| **Header Name From File** | **Excel Function One** | **Excel Function Two** | **Excel Function Three** |
| --- | --- | --- | --- |
| *Example: Smoker Status* | *Example:*  *IF(A1:A52=”Yes”,1,0)* |  |  |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |
| [Insert text.] | [Insert text.] | [Insert text.] | [Insert text.] |

## Executive Summary

[Insert text.]