Learning Log: Finish your 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: Finish your data analysis checklist.

Date: Jan/7/2023	**Course/topic:** Course 5: Analyze data to answer questions
	Learning Log: Finish your data analysis checklist
Complete your checklist	Copy and paste your original checklist and complete it with the specific steps and tasks you want to add. For example: **Ask** • Understand the Problem domain by using Structured thinking (Scope of Work: SOW) • Ask SMART Questions (Specific, Measurable, Action-Oriented, Relevant, Time-bounded) • Avoid asking close-ended, vague & lack of content and leading questions. **Prepare** • Gather data from various sources • Avoid Data Bias when gathering the data (e.g., Sampling bias) • Understand Data formats (e.g., structured/unstructured data) • Provide Data ethics (Ownership, Transaction transparency, Consent, Currency, Privacy, Openness) **Process** • Clean data (e.g., data format, correct numbers of text string, no duplicates), Consider Data errors when cleaning data (e.g., Insufficient data) • Free of Dirty data (Knowing what Dirty data is, and how to deal with it) • Ensure data by doing Verification & Documentation to allows other peoples

	in the team to understand what we have fixes on the project) **Analyze** • Organize the data in a way that is easy to reference (Easy to see and access) • Format and adjust the data by using SORT and FILTER function • Get input from others (to ensure your analysis and learn from others) • Transform data (perform a calculation, identify patterns from the analysis) • Data Validation (data type, range, constraints, consistency, structure, validation) **Share** • Provide a great Visualization that describes the essential information from your analysis • Communicate the results with team **Act** • Take a result in action (e.g., implement changes)
Reflection:	Write 3-5 sentences (60-100 words) responding to each of the following questions:
Questions and responses:	• Review your checklist and compare it to the tasks and activities related to this course. How is your checklist like or different from the organization of the course? *I added the **Data Validation on Analyze Step**, so that it can be used to verify the analysis and make the analysis to become more reliable.* • How does creating a checklist help you develop your data analysis skills? *It helps you follow through each step-by-step without missing any factors behind.* • How will your checklist help you analyze your own data? *It can help me analyze the data with lesser stress, so I can go through everything I should perfectly.* • What else could you use your checklist for? *Things that you can break it down such as Tasks/Homework, Buying lists.*