Data Analysis Process Documentation Template

Data Analysis

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**Stages of a Data Project**

* Get requirements from the user. (What does success look like for the user?)
* Design the dashboard. (What info does the user need access to, to get to their expected outcome?).
* Collect Data from the source.
* Explore the data and its content.
* Clean the data.
* Test the Data.
* Visualize the data. (Always ask for feedback @ this stage).
* Analyze the data.
* Justify and record your findings.

: (User Requirement Doc)

**Objective: e.g** To build a TW Dashboard that shows needed information at various levels of granularity.

**Challenges/Problems Identified**: Data Access, Data Quality problem, non-granularity of available report. E.g TP (Head of Environment) has found that the available reports do not show enough degree of granularity. And it does not give as much information as she needs to understand how we are impacting the Environment and how compliant we are, with current government laws.

**Target Audience**: e.gPrimary (TP). Secondary TW community

**Use Cases**: This includes both user stories and Acceptance criteria.

(**User Stories & Acceptance Criteria**) As the head of environment, I want to understand ……

**Success Criteria**: (What TW would be able to do with this dashboard in the end)

**Information needed**: the needs of the end user for this dashboard. e.g., the basic info TP needs from the dashboard.

(Get Raw info needed for contextual purpose of making sense of the whole process)

**Data Needed**: Data required for Dashboard development purpose.

**Data Sources** (Raw Data Collection Processes) Trackers, HSEQ, Drive – Data needed and where to get them from.

**Data Quality Checks**: Data Processing & Data Cleaning, Documentation of solutions should include data sources, transformation processes and walk through on analysis conclusions. Ensure future updates are supported by this solution i.e., build in automation.

Data Cleaning Steps: Remove unnecessary columns from your tables by only selecting needed ones.

Extract needed parts of your columns where necessary. Check that you have the correct number of rows (row count test) and columns (column count test). Check for Data Types. Each record must be unique in the dataset (duplicate count check)

Add aggregations and extra columns as required.

**The Dashboard – create a blueprint of what the dashboard would look like.**

Design a mock-up of how the dashboard would look like first. E.g., Mockup AI

Strengths & Inferences:

Data Modelling

Challenges & Inferences:

Data Analysis

Root Cause:

Insights & Visualization

Tier Level & Rationale:

Data Products

Interventions