



SHORT-TERM INTERNSHIP



**Dr. LANKAPALLI BULLAYYA COLLEGE
VISAKHAPATNAM**

Our Team

College Name:

**Dr. Lankapalli Bullayya
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**Presented by,
Dharahaas and Team**

Acknowledgement

I would sincerely like to thank APSCHE for providing me with this short term immersion internship which helped me gain practical experience and knowledge on data Anayltice.

I thank our Respected principal sir Dr. G.s.k chakravarthy for giving me this wonderful opportunity.

I would also like to thank our head of the department Mr. N.K Mahesh, Department of BBA , and our guide sri lakshmi for being a wonderful mentor throught my project.

I thank Almighty / god , my parents and my friends without those help this project would not have been completed .

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5.	chapter 5: outcome description	

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

→ description of the sector of business and intern organization:

Smart Bridge operates in the data Analytics sector, providing innovative solutions to enhance business intelligence. The organization leverages to empower clients with actionable insights enabling data driven decision making.

→ learning objective and outcomes:

- exporting data • data cleaning • remove-duplicates • data visualization • dashboard

→ summary of internship:

1) attending live training sessions and project Mentoring sessions.

2) Selection of topic - employee performance Analysis and gathering, cleaning and

Analysing its related data sets in excel.

- 3) team formation and assignment of task to team members
- 4) designing and developing dashboards, story Report, on project
- 5) drafting project video demonstration and preparation of final Report

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

smart bridge is a platform that offers virtual internship to the students. the platforms goal is to prepare students for the job market by establishing a cooperative relationship between industry and Academia. smart bridge partners with companies such as google to offer virtual internship. the internship provide students with hands on experience with the latest technologies and enable project based learning. smart bridge flagship event is the "summer internship programme" the program develops students skills in emerging technologies.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

description of the Activities / Responsibilities undertaken:

- 1) Registering with Apsche smartintern and enrolling for smartbridge data Analytics course i.e employee performance as per the given data.
- 2) participating weekly quiz and completing weekly Assessment with respect to data Analytics
- 3) team formation and selection of project topic "employee performance Analysis"
- 4) gathering, cleaning and Analyzing the data sets of the project topic - An employee performance Analysis.
- 5) Attending project - Mentoring sessions and designing and development interactive dashboard , story , report on the project topic using power BI

Insights and Metrics using
Power BI.



Human Resources performance analysis



DR. RICH · UPDATED 4 YEARS AGO



1072

[New Notebook](#)[Download \(17 kB\)](#)

Human Resources Data Set

Dataset used for learning data visualization and basic regression

[Data Card](#) [Code \(98\)](#) [Discussion \(19\)](#) [Suggestions \(0\)](#)

About Dataset

Updated 30 January 2023

Version 14 of Dataset

License Update:

Usability ⓘ

8.24

License

Data files © Original Authors

Expected update frequency

Annually

Lipboard Data Queries Insert Calculations

kaggle

Create Home Competitions Datasets Notes Code Discussions User More View Active Events

Search Sign In Register

107k New Iterations Download (17 MB)

Human Resources Data Set

Dataset used for learning data visualization and basic regression

Data Card Code (96) Discussion (18) Suggestions (0)

About Dataset

Updated 30 January 2023 Version 14 of Dataset License Data from © Original Author

Usability 0.14

Expected update frequency Monthly

• EmpID • MarriedID • MaritalStatusID • GenderID • EmpStatusID • DeptID

10.0k 10.3k 0 1 0 4

The screenshot shows a data visualization interface for the Human Resources Data Set on Kaggle. The top navigation bar includes 'Lipboard', 'Data', 'Queries', 'Insert', and 'Calculations'. On the left, there's a sidebar with links for 'kaggle', 'Create', 'Home', 'Competitions', 'Datasets', 'Notes', 'Code', 'Discussions', 'User', 'More', and 'View Active Events'. The main content area displays the dataset's Data Card, including its title 'Human Resources Data Set', a brief description, and links to 'Data Card', 'Code (96)', 'Discussion (18)', and 'Suggestions (0)'. Below this, sections for 'About Dataset' show the last update (30 January 2023), version (14), license (Data from © Original Author), and metrics like Usability (0.14) and Expected update frequency (Monthly). At the bottom, six histograms are displayed for categorical variables: EmpID, MarriedID, MaritalStatusID, GenderID, EmpStatusID, and DeptID. The EmpID histogram has a value of 10.3k. The MarriedID histogram has values 0 and 1. The MaritalStatusID histogram has values 0, 1, 2, 3, and 4. The GenderID histogram has values 0 and 1. The EmpStatusID histogram has values 0 and 1. The DeptID histogram has values 0, 1, 2, 3, 4, and 5.

This image shows a Microsoft Power BI interface with a data visualization and various ribbon tabs.

The ribbon tabs include:

- File
- Home**
- Insert
- Modeling
- View
- Optimize
- Help

The Home tab is selected, showing the following icons:

- Paste
- Cut
- Copy
- Format painter
- Get data
- Excel
- OneLake
- SQL Server
- Enter data
- Dataverse
- Recent sources
- Transform data
- Refresh data
- New visual
- Text box
- More visuals
- New measure
- Quick measure
- Sensitivity
- Publish
- Copilot

The main area displays a table of data:

Employee_Name	Department	Count of DeptID	Sex	Count of MarriedID	State	Sum of SpecialProjectsCount	Sum of Salary	PerformanceScore	Sum of EmpSatisfaction
Adinolfi, Wilson K	Production	1	M	1	MA	0	62506	Exceeds	5
Ait Sidi, Karthikeyan	IT/IS	1	M	1	MA	6	104437	Fully Meets	3
Akinkuolie, Sarah	Production	1	F	1	MA	0	64955	Fully Meets	3
Alagbe, Trina	Production	1	F	1	MA	0	64991	Fully Meets	5
Anderson, Carol	Production	1	F	1	MA	0	50825	Fully Meets	4
Anderson, Linda	Production	1	F	1	MA	0	57568	Exceeds	5
Andreola, Colby	Software Engineering	1	F	1	MA	4	95660	Fully Meets	3
Athiwal, Sam	Production	1	M	1	MA	0	59365	Fully Meets	4
Bachiichi, Linda	Production	1	F	1	MA	0	47837	Fully Meets	3
Bacong, Alejandro	IT/IS	1	M	1	MA	6	50178	Fully Meets	5
Baczynski, Rachael	Production	1	F	1	MA	0	54670	Fully Meets	4
Barbara, Thomas	Production	1	M	1	MA	0	47211	Fully Meets	3
Barbossa, Hector	IT/IS	1	M	1	TX	5	92328	Exceeds	4
Barone, Francesco A	Production	1	M	1	MA	0	58709	Fully Meets	4
Barton, Nader	Production	1	M	1	MA	0	52505	Fully Meets	5
Bates, Norman	Production	1	M	1	MA	0	57834	Fully Meets	4
Beak, Kimberly	Production	1	F	1	MA	0	70131	Exceeds	3
Beatrice, Courtney	Production	1	F	1	MA	0	59026	Fully Meets	5
Becker, Renee	IT/IS	1	F	1	MA	5	110000	Fully Meets	4
Becker, Scott	Production	1	M	1	MA	0	53250	Fully Meets	4
Bernstein, Sean	Production	1	M	1	MA	0	51044	Fully Meets	3
Biden, Lowan M.	Production	1	F	1	MA	0	64919	Fully Meets	3
Billis, Helen	Production	1	F	1	MA	0	62910	Exceeds	3
Blount, Dianna	Production	1	F	1	MA	0	66441	Needs Improvement	3
Bondwell, Betsy	Production	1	F	1	MA	0	57815	Fully Meets	5
Booth, Frank	IT/IS	1	M	1	CT	7	103613	Fully Meets	5
Boutwell, Bonalyn	Admin Offices	1	F	1	MA	3	106367	Fully Meets	4
Bozzi, Charles	Production	1	M	1	MA	0	74312	Fully Meets	3
Brill, Donna	Production	1	F	1	MA	0	53492	Fully Meets	4
Total		311		311		379	21465433		1210

The right side of the interface includes:

- Visualizations: Build visual, Filters
- Data: Search bar, HRDataset_v14
- Values: Add data fields here
- Drill through
- Cross-report: Off

HRDataset_v14.csv

File Origin

65001: Unicode (UTF-8)

Delimiter

Comma

Data Type Detection

Based on first 200 rows

Employee_Name	EmpID	MarriedID	MaritalStatusID	GenderID	EmpStatusID	DeptID	PerfScoreID	FromDiversityJobFairID	\$
Adinolfi, Wilson K	10026	0	0	1	1	5	4	0	
Ait Sidi, Karthikeyan	10084	1	1	1	5	3	3	0	
Akinkuolie, Sarah	10196	1	1	0	5	5	3	0	
Alagbe,Trina	10088	1	1	0	1	5	3	0	
Anderson, Carol	10069	0	2	0	5	5	3	0	
Anderson, Linda	10002	0	0	0	1	5	4	0	
Andreola, Colby	10194	0	0	0	1	4	3	0	
Athwal, Sam	10062	0	4	1	1	5	3	0	
Bachiochi, Linda	10114	0	0	0	3	5	3	1	
Bacong, Alejandro	10250	0	2	1	1	3	3	0	
Baczenski, Rachael	10252	1	1	0	5	5	3	1	
Barbara, Thomas	10242	1	1	1	5	5	3	1	
Barbossa, Hector	10012	0	2	1	1	3	4	1	
Barone, Francesco A	10265	0	0	1	1	5	3	0	
Barton, Nader	10066	0	2	1	5	5	3	0	
Bates, Norman	10061	0	0	1	4	5	3	0	
Beak, Kimberly	10023	1	1	0	2	5	4	0	
Beatrice, Courtney	10055	0	0	0	1	5	3	0	
Becker, Renee	10245	0	0	0	4	3	3	0	
Becker, Scott	10277	0	0	1	3	5	3	0	



Extract Table Using Examples

Load

Transform Data

Cancel

Untitled - Power Query Editor

File Home Transform Add Column View Tools Help

Close & Apply New Source Recent Data Data source settings Manage Parameters Refresh Preview Advanced Editor Properties Choose Columns Remove Columns Keep Rows Remove Rows Split Column Group By Data Type: Whole Number Use First Row as Headers Merge Queries Append Queries Combine Files Combine Text Analytics Vision Azure Machine Learning Replace Values AI Insights

Queries [1] X ✓ fx - Table.Distinct(#"Removed Duplicates1", {"EmpID"})

HRDataset_v14

	Employee_Name	EmpID	MarriedID	MaritalStatusID	GenderID
1	Adinolfi, Wilson K	10026	0	0	
2	Ait Sidi, Karthikeyan	10084	1	1	
3	Akinkuolie, Sarah	10196	1	1	
4	Alagbe,Trina	10088	1	1	
5	Anderson, Carol	10069	0	2	
6	Anderson, Linda	10002	0	0	
7	Andreola, Culby	10194	0	0	
8	Athwal, Sam	10062	0	4	
9	Bachiochi, Linda	10114	0	0	
10	Bacong, Alejandro	10250	0	2	
11	Baczynski, Rachael	10252	1	1	
12	Barbera, Thomas	10242	1	1	
13	Barbossa, Hector	10012	0	2	
14	Barone, Francesco A	10265	0	0	
15	Barton, Nader	10066	0	2	
16	Bates, Norman	10061	0	0	
17	Beak, Kimberly	10023	1	1	
18	Beatrice, Courtney	10055	0	0	
19	Becker, Renee	10245	0	0	
20	Becker, Scott	10277	0	0	

36 COLUMNS, 311 ROWS Column profiling based on top 1000 rows

PREVIEW DOWNLOADED AT 1:04 PM

Query Settings

PROPERTIES

Name: HRDataset_v14

All Properties

APPLIED STEPS

Source
Promoted Headers
Changed Type
Removed Duplicates
Removed Duplicates1
Removed Duplicates2

Data Visualization

Count of DeptID by EmploymentStatus

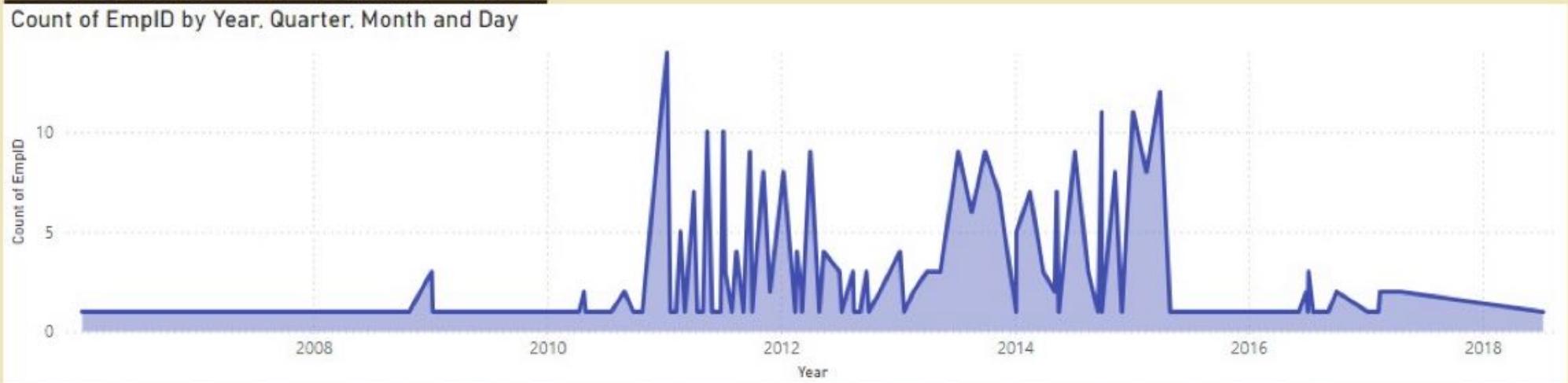


Data visualization in HR performance provides a critical tool for uncovering trends and patterns within workforce data. By converting raw data into visual formats, it becomes easier to identify key areas of strength and opportunities for improvement.

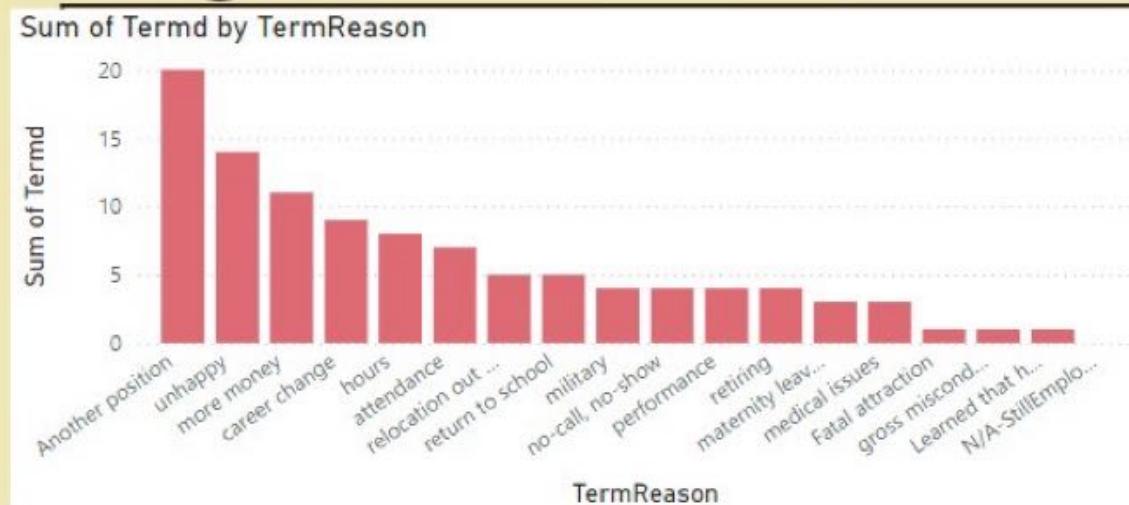
Data visualization in HR performance provides a critical tool for uncovering trends and patterns within workforce data. By converting raw data into visual formats, it becomes easier to identify key areas of strength and opportunities for improvement.

Count of EMP ID:

Count of EmpID by Year, Quarter, Month and Day

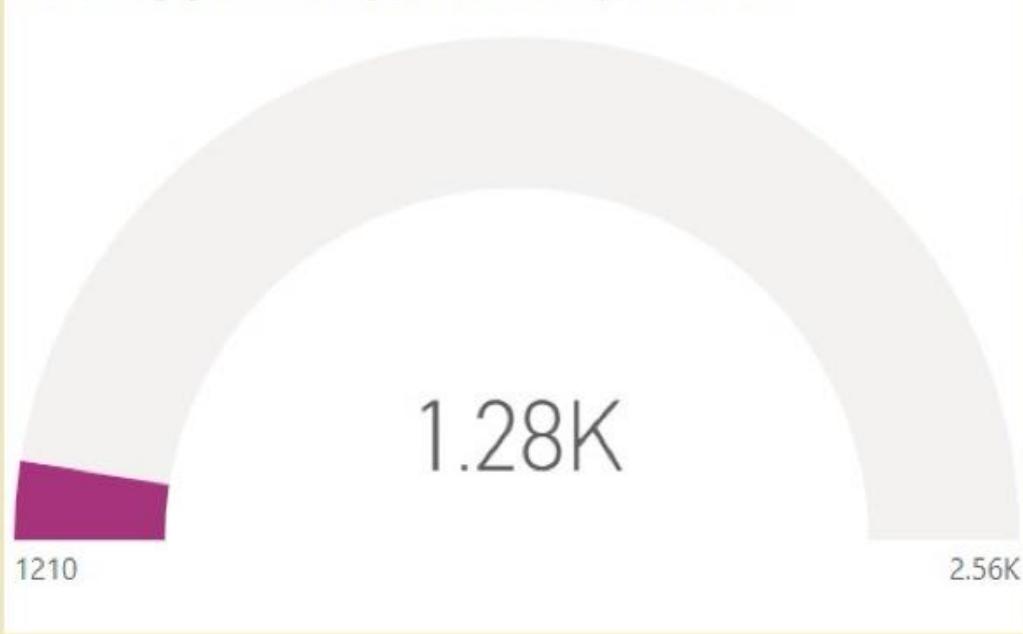


Sum of Termed by TermReason:



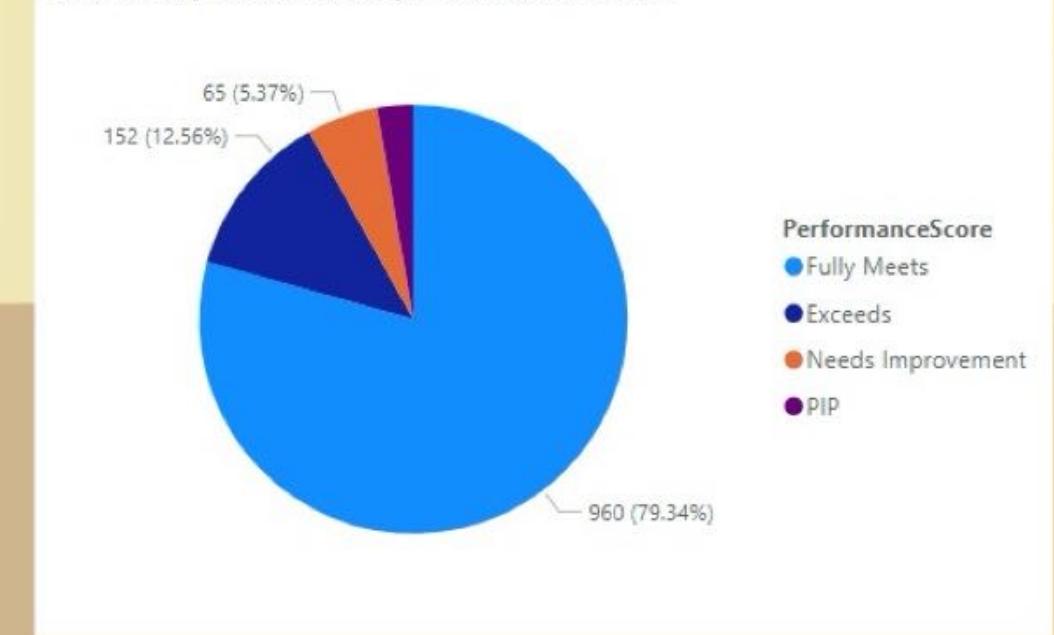
Sum of Engagement survey and sum of EmpSatisfaction:

Sum of EngagementSurvey and Sum of EmpSatisfaction



Sum of EmpSatisfaction by Performance Score:

Sum of EmpSatisfaction by PerformanceScore

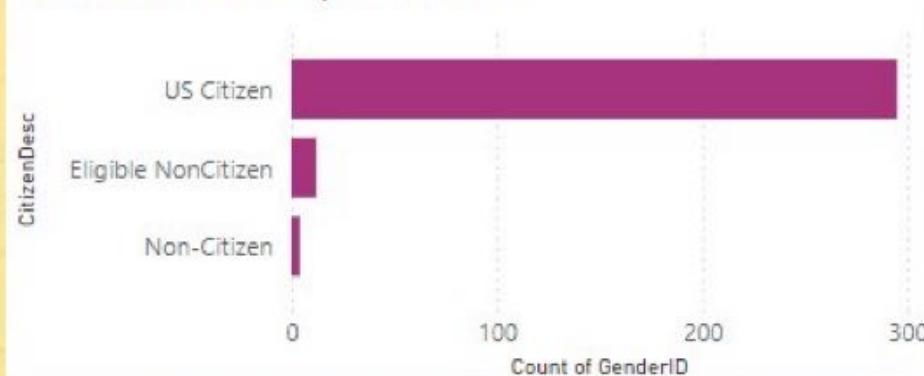


Data Dashboard

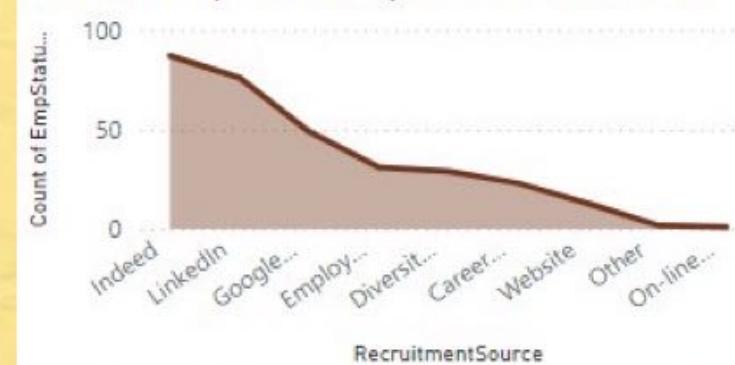
Sum of Salary



Count of GenderID by CitizenDesc



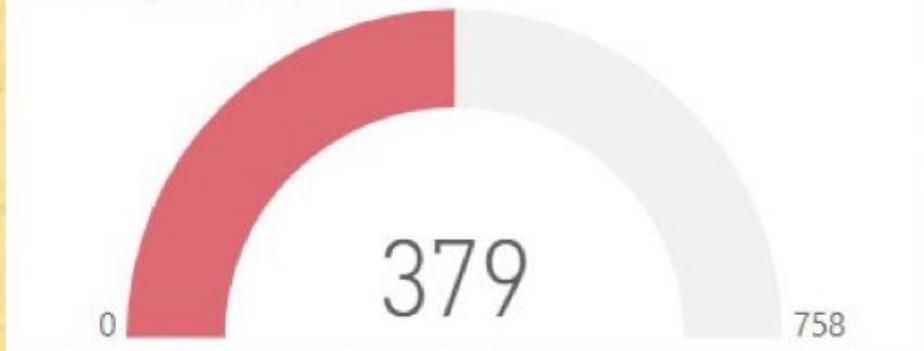
Count of EmpStatusID by RecruitmentSource



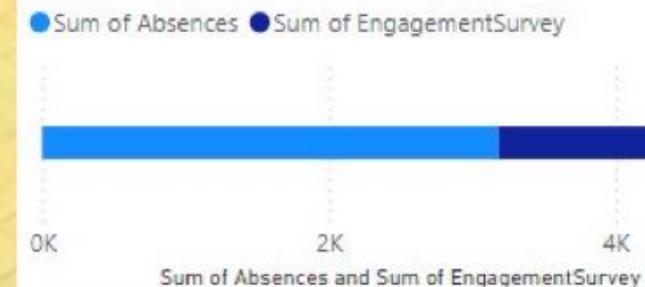
311

Count of EmpID

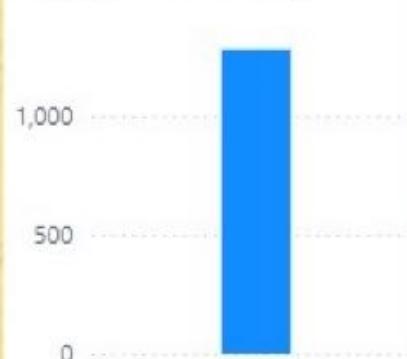
Sum of SpecialProjectsCount



Sum of Absences and Sum of EngagementSurvey



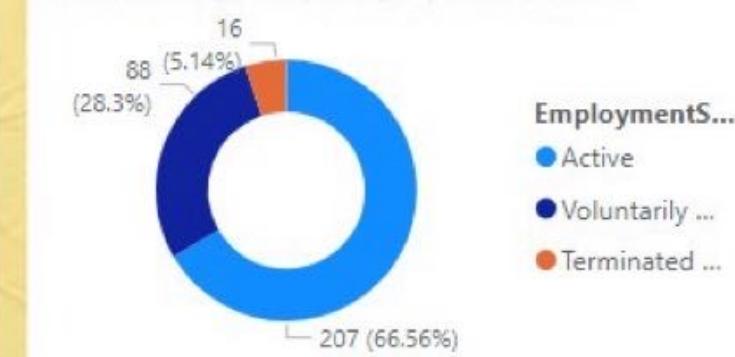
Sum of EngagementSurvey



Sum of EmpSatisfaction by Sex



Count of DeptID by EmploymentStatus



REPORT:

HR Analysis on employee performance, often referred to as people analytics or HR analytics, can provide various insights that can lead to data driven decisions. Here are some potential insights and corresponding decisions that can be drawn from such a project.

INSIGHTS:

1. Employee Performance Metrics
2. Turnover and Retention
3. Training and Development
4. Diversity and Inclusion
5. Employee Well-Being
6. Compensation and Benefits
7. Performance Management
8. Talent Acquisition and Retention
9. Training and development.



Performance testing

1)Amount of data loaded:

- Employee id
- Sex
- Date of termination
- Termination reason
- Employment status
- Department Id
- Performance score
- Employment satisfaction



2) Selected Employee as a filter



3) No. of Calculations Fields

Custom Column

Add a column that is computed from the other columns.

New column name

Custom.1

Custom column formula ⓘ

= [Employee_Name][EmpID][EmpStatusID][DeptID]

[Learn about Power Query formulas](#)

✓ No syntax errors have been detected.

4) No of visualisations:

- No of department Ids
- Representation of status of employees
- No of employment Ids
- Sum of employee satisfaction
- Sum of performance score



project demonstration

In conclusion, effective data visualization in HR performance turns complex data into actionable insights, enabling better decision-making and strategic alignment. By ensuring data quality and accessibility, organizations can harness the full potential of their workforce, driving improved engagement, productivity, and overall success.



Project Documentation

Step 1: Load Data

Step 2: Import Data into Power BI

Step 3: Analyze Data

Step 4: Remove duplicate Data

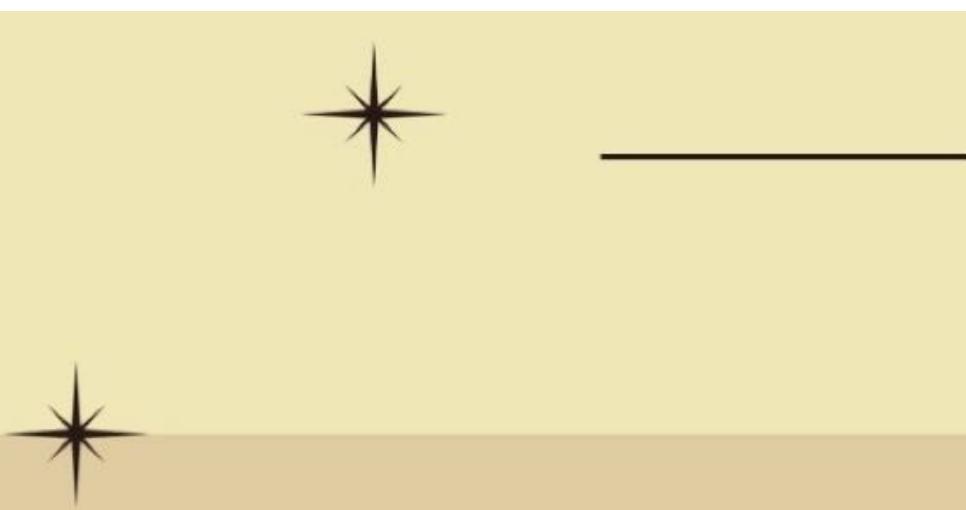
Step 5: Graphical Visualization

Step 6: Preparation of Dashboard

Step 7: preparation of report (with insights)

Step 8: Performance Testing of the dataset





THANK YOU

Thank you for your time and attention. We appreciate your commitment to leveraging data for better HR decision-making and performance. Together, we can transform insights into actions that drive success and strengthen our organization.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 8-7-24	Introduction of data Analytics	Analysis of the topic	S.O. Latha
Tuesday Day - 2 9-7-24	Agenda and understanding consumers	clear view of business problem and solutions	S.O. Latha
Wednesday Day - 3 10-7-24	Analysing and implementing data	Putting the data in visual form	S.O. Latha
Thursday Day - 4 11-7-24	data Analytics tools and technologies	Learned about different tools and insights	S.O. Latha
Friday Day - 5 12-7-24	Data Analytics Applications	Where it is used in diff sectors	S.O. Latha
Saturday Day - 6 13-7-24	Researched the additional information online	additional information about DA	S.O. Latha

WEEKLY REPORT

WEEK - 1 (From Dt. 8-7-24 to Dt. 13-7-24)

Objective of the Activity Done: What is data Analytics?

and the process involved in data Analytics.

Detailed Report: In the first week learned about the definition, Agenda and steps to understand about data Analytics. Also discussed about the problems and solutions to analyse the data and analysed the data based on steps as:

- comparing the data
- putting the data in visual
- breaking the data

also understood the concepts of tools in data Analytics, which helps to store the data in efficient and secure manner

- SQL (structured query language)
- NoSQL

DA Technologies like -

- data management
- data visualization
- predictive model

We also learned about where this data Analytics is used or applied in various industries like finance, retail trading, Agriculture and companies like Uber use DA for growth

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day - 1 19-7-24	data Analytics process and steps in DA	learned about data cleaning and processing	Sri Lakshmi
Tuesday Day - 2 16-7-24	types of data Analytics	different types in DA in clear way	Sri Lakshmi
wednesday Day - 3 17-7-24	business problems and the solutions (pratise)	challengers faced in organization	Sri Lakshmi
Thursday Day - 4 18-7-24	Power BI in Action	visible insights & Sales forecast	Sri Lakshmi
Friday Day - 5 19-7-24	BI Architecture	learned about structure	Sri Lakshmi
saturday Day - 6 20-7-24	Review on given topics	Revised about DA	Sri Lakshmi

WEEKLY REPORT

WEEK - 2 (From Dt.15-1-24 to Dt.20-1-24)

Objective of the Activity Done:

Detailed Report:

data analytics process and structure in the second week learned about the different process that is required in data analytics, data cleaning and processing the data in a detailed manner and also the types of DA into 4 categories like

- descriptive Analytics
- diagnostic Analytics
- predictive Analytics
- prescriptive Analytics

also learned about the challenges faced in the organization with the solutions, with power BI in Action which gives visible insights and sales force forecasting also about the Architecture of the BI which tells us about the structure of the data Analytics mainly teaches about DWH that is data warehousing and data bases

- collect - integrate - store - Analyse
- distribute and react with ETL tools.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 22-7-24	Data to insights flow in Power BI	learned about data and model view	S. O. Lankha
Tuesday Day - 2 23-7-24	tables and merges	learned about the kinds in merge	S. O. Lankha
Wednesday Day - 3 24-7-24	ETL tools in Power query	utilize power BI data flows	S. O. Lankha
Thursday Day - 4 25-7-24	data sources dash boards and insights	learned how these are used in BI	S. O. Lankha
Friday Day - 5 26-7-24	data collection and data cleaning	learned about the process in DA	S. O. Lankha
Saturday Day - 6 27-7-24	Researched the additional information online	additional information about BI	S. O. Lankha

WEEKLY REPORT

WEEK - 3 (From Dt. 22-7-24 to Dt. 27-7-24)

Objective of the Activity Done:

data insights and flow of power BI
in the third week learned about the
insights of data flow in power BI which
viewed the model and data, Merges and
tables in columns and rows with joint kind
- left outer (all from first, matching from second)
- right outer (from first to second)
- full outer (all rows from both)
- inner (only matching rows)
- left Anti (rows only in first)
- Right Anti (rows only in second)
also learned about ETL tools in power query
that is Extract transform load (ETL). which
helps in extracting the data and transforming
also learned about the data view and the
model view for data modelling to generate
Reports and insights. also learned about
the overhead, ordeline in the process
of Analysis in BI. researched about
Tableau as an ETL tool

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 29/7/24	data Analytics expressions (DAX)	learned about the expression and functions	Gopalashree
Tuesday Day - 2 30/7/24	filter functions in DAX	different filters in DAX	Gopalashree
Wednesday Day - 3 31/7/24	Preperations for grand assessment test	Preperation for assessment test	Gopalashree
Thursday Day - 4 1/8/24	Preperation for grand assessment test	preparation for assessment test	Gopalashree
Friday Day - 5 2/8/24	grand assessment test	gave the grand assessment test	Gopalashree
Saturday Day - 6 3/8/24	discussion regarding project	discussed about project	Gopalashree

WEEKLY REPORT

WEEK - 4 (From Dt. 29/7/24 to Dt. 3/8/24)

Objective of the Activity Done:

Detailed Report:

Data Analysis expression (DAX)

in the fourth week I learned about the concept of DAX (data Analysis expression) and filters in DAX.

different dax functions :

- Aggregate function → isblank, isnumber, if
- text function → min, max, Average, sum...
- data function → lower, upper, replace
- logical function → date, dateAdd, datadiff
- counting function → and, or, Not if
- information function → count, distinct count.

in the end of fourth week revised all the topics that were taught from the first day of the internship programme which helped me to attend the grand assessment test. after preparing for the assessment test we gave assessment test on all the topics we learned.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 5/08/24	Selection of topic for Short term Internship	Selection topic for project	S. O. Laxmi
Tuesday Day - 2 6/08/24	Data Collection & Extraction from DATA Base.	collected and evaluation of Data Project	S. O. Laxmi
Wednesday Day - 3 7/08/24	Data cleaning for Visualisation	cleaning Data for project	S. O. Laxmi
Thursday Day - 4 8/08/24	Preparing dash board. By using visualization	Designing Dash Board for project	S. O. Laxmi
Friday Day - 5 9/08/24	Preparing dash board By using data visualisation	Designing Dash Board for the Project.	S. O. Laxmi
Saturday Day - 6 10/08/24	Designing report	Preparing Report for the entire project.	S. O. Laxmi

WEEKLY REPORT

WEEK - 5 (From Dt.. 5/8/24 ... to Dt... 10/8/24.)

Objective of the Activity Done:

Detailed Report:

Monday:- Of the fifth week Selection of topic for short term "Human resources performance Analysis: insights & Merits" by using power BI.

Tuesday:- Data collecting & extracting from Data Base identified and accessed relevant data base . Executed Power Queries to Extract the required data.

Wednesday:- Data cleaning for visualization addressed in accurancies and inconsistency in the data set. Handled missing values and outliers . Reformatted data for compatibility with visualisation tools.

Thursday:- preparing dash boards by using data visualisation.

Friday:-

Preparing dash boards of every team members.

Saturday:-

Designing report Compiled Sections Including Project objectives , Methodology , finding and conclusion

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 12/08/24	Project video demonstration.	Recording the Project video.	S. O. Lankhor
Tuesday Day - 2 13/08/24	Creating Github account	Creating account of team members in GitHub	S. O. Lankhor
Wednesday Day - 3 14/08/24	Collaborating team Members preparing report commencement	Assigning work to every team Member	S. O. Lankhor
Thursday Day - 4 15/08/24	Assigning task to team to work.	Preparing report for the project	S. O. Lankhor
Friday Day - 5 16/08/24	Preparing report	Preparing report	S. O. Lankhor
Saturday Day - 6 17/08/24	Finalizing the report	Submissionary of the project report.	S. O. Lankhor

WEEKLY REPORT

WEEK - 6 (From Dt. 12/08/24 to Dt. 17/08/24.)

Objective of the Activity Done:

Detailed Report: **Report Submission.**

Monday:- of the sixth week we have done project video demonstration presented on overview of project scope.

Tuesday:- Creating Github account to all the team members, established a new responsibility for the project.

Wednesday:- Collaborating with team members & preparing report.

Thursday:- Aligning talk to team members clearly defined tasks & responsibilities for each team member.

Friday:-

Preparing report about project content, context, charts & tables.

Saturday:-

Finalizing reports with all team members and the final report for submission.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Description of Work Environment:-

The internship is at Smart bridge has been a transformative Experience, equipping me with practical skills in Data Analytics and a deep understanding of the role of IBM Cognos Analytics in the Industry. The hands on experience and exposure to real world projects has not only sharpened my technical abilities but has also honed my communication skills and project management skills. The work environment fostered a collaborative atmosphere. With clear task-roles, well defined protocols & structured procedures. The facilities were equipped with necessary tools for data analysis. Team members exhibited mutual support & team work, contributing to a harmonious relationship. Overall, the Internship provided a comprehensive experience in data Analytics within a well-organised and supportive work environment.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Description of the technical Skills Acquired:-

* Data Analysis:-

Proficiency in Examining and Interpreting complex data sets.

* Statistical Analysis:-

Understanding and applying Statistical Method to divine insights.

* DATA Visualisation:-

Mastery in Creating compelling Visualisation for effective communication of Data.

* Analytics tools proficiency:-

Proficiency with Web based tools like MS Excel , power BI , google colab for analytics & visualisation .

* programming language:-

Knowledge & expertise in python

programming language.

* Visualisation Generation:-

Skills in developing interactive dashboards , comprehensive reports , narrative stories in cognos analytics .

* Problem Solving:-

Developing solutions to challenges Encountered during data analysis .

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Description of the Managerial Skills Acquired:-

* Project Management:-

co-ordinating tasks, setting goals & ensuring the timely completion of the data analytic project.

* Team Collaboration:-

Working efficiency in a group setting, delegating tools, tasks and fostering a collaborating environment.

* Leadership Skills:-

Taking initiative, guiding the team, & making decisions to achieving project objectives.

* Time Management:-

Prioritizing tasks, meeting deadlines, and efficiently allotting resources.

* Problem Solving:-

Addressing challenges collecting & finding solutions through group discussions and collaborating.

* Adaptability:-

Being flexible and adapting to changes in project scope and requirements.

* Feedback and Improvement:-

Providing constructive feedback to team members and actively participating in continuous improvement process.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

Description of the Communication Skills:-

* Technical Efficiency Communication:-

Effectively Conveying complex data analytic

Concepts & findings.

* Presentation Skills:-

Creating & delivering Engaging presentations to communications insights, dashboards, visualizations & projects.

* Written Communications:-

Crafting clear & concise reports, documentation and emails related to data analytics process.

* Conflict Resolution:-

Addressing & resolving conflicts within the team to maintain a positive & productive environment between team members.

* Feedback Delivery:-

Producing constructive feedback to peers, mentors & trainers and receiving feedback, ∴ fostering a culture of continuous improvement.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Reflecting on My Experience in data analytics at Smartbridge internships , I have identified Key areas for enhancing my abilities in group discussions, team participation and leadership .

To Improve my Contributions in group discussions I aim to actively listen to others , ask insights - full questions and Share my opinions , perspectives clearly and Effectively . As a team members , I plan to strengthen collaboration by proactively offering support , leveraging my technical skills and embracing different viewpoints of team members . Lastly , to enhance my leadership capabilities I plan to focus on taking initiative , creating a positive team environment , and effectively co-ordinating team positives . Through these measures , team committed to continue growth and excellence in My role within the team .