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Page No

This page content gives an idea only, which topics have to write.

1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

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.

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.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Gathered database from various sources including databases, spreadsheets, and external APIs.	Data collection	
Day - 2	Familiarization with data import option in Power BI, including Real time data streaming.	Data collection	
Day - 3	Understood the significance of data cleaning and preparation for accurate analysis.	Data collection	
Day - 4	Addressing issues related to data quality, missing values and formatting inconsistency.	Preparation of data	
Day - 5	Applied issues related to data quality, missing values.	Preparation of data	
Day - 6	Applied power query to clean and transformed the data, ensuring it was ready for analysis.	Preparation of Data.	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt

Objective of the Activity Done:

Detailed Report:

Week-1:- Data collection & Preparation

- **Activity:** Gathered datasets from various sources including data bases, spreadsheets, and external APIs.
- **Learning outcomes:** Familiarization with data import options in powerBI including real time data streaming.
- Understood the significance of data cleaning and preparation for accurate analysis.
- **Challenges:** Addressing issues related to data quality, missing values, and formatting inconsistencies.
- **Solution:** Applied power query to clean and transform the data, ensuring it was ready for analysis.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Developed a data model by establishing relationship b/w different rows, columns and measures.	Data modeling	
Day -2	Found out the relationship b/w different tables and measures.	Data modeling	
Day -3	Gained insights into creating a robust database that reflects real-world relationships.	Data modeling	
Day -4	Understood the importance of normalization and schema design for efficient querying.	Data modeling	
Day -5	Ensuring relationships were correctly established without creating circular dependence.	Data modeling	
Day -6	Used power BI's relationship manager and DAX functions to create valid and calculation	Data modeling	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week -2:- Data Modeling

Activity:- Developed a data model by establishing relationships b/w different tables and creating calculated columns and measures.

Learning outcomes:- Gained insights into creating a robust data model that reflects real-world relationship.

- Challenged ensuring relationships were correctly established without creation circulars loops.

Solutions:- Used power Bi's relationship manager and DAX functions to create and validate relationship and validate relationship and calculations.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Creating basic visualizations including bar chart, line graphs and pie chart	Creating basic visuals	
Day -2	Using different chart to represent key matrix	Creating basic visuals	
Day -3	Acquired skill in using Power BI's visualization tool to convey data effectively	Creating basic visuals	
Day -4	Selecting the appropriate visualization for different data types & readability	Creating basic visuals	
Day -5	Visualization for ensuring clarity	Creating basic visuals	
Day -6	Utilized the visual selection tool and customize visual properties to enhance clarity.	Creating basic visuals	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 3 - Creating Basic Visualization

Activity: created basic visualization including barcharts, line graphs, and pie charts to represent key metrics

Learning outcome: Acquired skill in using power BI's visualization tool to convey data insights effectively

Challenges: Selecting the appropriate visualization for different data types and ensuring clarity and readability.

Solution: Utilized the visual selection tool and customized visual properties to enhance clarity

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Developed advanced visualizations such as works full charts scatter plots and geospatial maps.	Advance visualization	
Day - 2	enhanced understanding for advanced visualization techniques	Advance visualization	
Day - 3	Their applications in representing complex data insights	customization	
Day - 4	Handling large data set in visualization	customization	
Day - 5	large data sets in visualization without compromising performance	customization	
Day - 6	optimized dataset and used power Bi's drill down feature provide detailed insights.	customization	

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 4:- Advanced Visualization and Customization.

Activity: Developed advanced visualization such as waterfall charts, scatter plots, and geospatial maps learning outcome: enhanced understanding of advanced visualization techniques and their application in representing complex data insights.

challenge: Handling large dataset in visualization without compromising performance.

Solution: optimized data sets and used power bi's drill-down features to maintain performance while providing detailed insights.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Implemented data analysis expression (DAX) to perform complex calculation	Data analysis DAX	
Day - 2	Create dynamic reports	Data Analysis DAX	
Day - 3	Mastered the use of DAX for creating custom measures/calculated columns	Data Analysis DAX	
Day - 4	Writing efficient DAX formulas for complex calculations.	Data analysis with DAX	
Day - 5	Utilized power BI's DAX editor and performance analyzer to optimize DAX	Data analysis with DAX	
Day - 6	Used power BI's editor	Data analysis with DAX	

WEEKLY REPORT
WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week 5: DATA Analysis with DAX

Activity: Implemented Data analytic analysis expression to perform complex calculations and create dynamic report.

learning outcome: Mastered the use of DAX for creating custom measures, calculated column and KPI's

Challenges: writing efficient DAX formula for complex calculation.

Solutions: utilized power BI's DAX editor and performance analyzes of optimize DAX expression.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Build interactive dashboard to present the analysis in a user-friendly format	Dashboard creation	
Day -2	Developed the ability to design dashboard that provide at-a-glance insights	Dashboard creation	
Day -3	While allowing users to interact with the data	Dashboard creation	
Day -4	balancing dashboard aesthetic with functionality and ensuring responsive	Dashboard creation	
Day -5	Responsive design across devices	Dashboard creation	
Day -6	Applied best practices in dashboard design, including the use of themes and layout optimization	Dashboard creation	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week -6:- Dashboard creation:-

Build interactive dashboard to present the analysis in a user friendly format learning outcome: developed the ability to design dashboard that provide at a glance insight - suitable allowing users to interact aesthetes with responsible design across destinations.

Applied best practices in dashboard design, including the use of theme and layout optimisation.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Shared reports and dashboard using power BI sharing and collaboration	Report Sharing	
Day - 2	Learned how to manage permissions, collaborate with team members	Collaboration	
Day - 3	Using Power BI service for cloud-based sharing	Collaboration	
Day - 4	Ensuring data security and managing user access rights.	Collaboration	
Day - 5	Used role-based access control and used Power BI	Report sharing & collaboration	
Day - 6	Used Power BI security feature to manage data visibility	Report sharing & collaboration	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week-7: Report sharing and collaboration

- Shared reports and dashboard with stakeholders using power BI sharing and collaboration feature
- Learned how to manage permissions, collaborate with team members and use powerBI service for cloud based sharing.
- Ensuring data security and collaboration Features
- Configured a role-based access control advanced power BI's security features to manage a data stable visibility

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Reviewed and optimized the performance of the reports and dash board	Performance optimization	
Day -2	Gained expertise in using power Bi's performance tool and techniques	Performance optimization	
Day -3	techniques to enhance report efficiency	Performance optimization	
Day -4	Identifying Bottlenecks in reports performance and addressing them effectively	Performance optimization	
Day -5	Used Power Bi's performance analyzing data reduction techniques	Final Review	
Day -6	Incremental refresh to improve performance	Final Review	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Week -8: Performance optimization & Final Review

Review and optimized the performance to the reports and dashboards, addressing any issues related to load times (or) data refresh.

Gained expertise in using power BI's performance optimization tools and techniques to enhance report efficiency.

Challenges: identify bottlenecks in report performance and addressing them effectively.

Used power BI's performance analyzers, data reduction techniques and incremental refresh to improve performance.

CHAPTER 6: 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.)

During my experience working with dataanalytic through power Bi, the work environment has played a crucial role in shaping the overall outcomes of our projects. Below is a detailed description of the work environment as it relates to various factors.

- 1) people interactions
- 2) Facilities availability & maintenance
- 3) clarity of job Roles
- 4) protocols, procedure and processes
- 5) Discipline and time management
- 6) Harmonious Relationship & teamwork
- 7) motivation
- 8) space & ventilation.

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

For data analytics using power Bi here's a description of the skills and hands-on experience typically acquired

1. Data Connection & Import.

2. Data Transformation

3. Data modeling

4. Visualization.

5. Report Design

6. Publishing and Sharing

7. Performance optimization

8. Advanced Analytics.

Hands on experienced typically involves working on real-world projects to develop these skills such as creating dashboards.

For business intelligence / analyzing sales data, or tracking

key performance Indicator .

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.

Certainly! Here's how managerial skills are applied specifically within the context of data analytics using Power BI.

1. Planning
2. Leadership
3. Team work
4. Behaviour
5. Workmanship
6. Productive use of time
7. Weekly improvement competencies
8. Goal setting
9. Decision making
10. Performance analysis.

These skills ensure effective management of data analytics projects using Power BI, leading to better decision-making and improved business outcomes.

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

Enhancing abilities in group discussions, team participation and leadership involves a combination of soft skills, self-awareness and practical strategies. Here's a breakdown:

1. Active listening
2. Effective communication
3. Active participation
4. Collaboration and support
5. Problem-solving and decision making
6. Leadership development
7. Continuous improvement

By focusing on these areas, we can enhance our effectiveness in group discussion, your contributions as a team member and your ability to lead a team successfully.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The technological developments relevant to data analytics, particularly in the context of Power BI, have been rapid and transformative, reflecting the growing importance of data-driven decision-making.

1. Enhanced Data Connectivity and Integration

(a) Broad connectivity

(b) Real time data streaming

2. Advanced data modelling and preparation

(a) Power query enhancement

(b) AI-driven insights.

3. Improved visualization and Reporting

(a) Custom visuals market place

(b) Interactive Dashboards.

4. Cloud Integration and collaboration

(a) Power BI service enhancements

(b) Integration with Microsoft eco system

5. Performance Improvements:

- (a) Aggregations & Performance Tuning
- (b) Enhanced query performance

6. Security and Governance

- (a) Row level security
- (b) Data Governance Tools.

7. Mobile and Embedded Analytics.

- (a) mobile Reporting
- (b) embedded Analytics

The technology advancements have made power Bi a powerful tool for data analytics, empowering users at all levels to leverage data for better decision making and business outcome.