ALX AICE: Milestone #3 Worksheet
23.4.24

| Simulation Recap |
|---|
| You started by creating a work plan and project board. Then, you learned about data analysis and used your new knowledge to analyze some data given to you to prepare for next week's task on data visualization. Finally, you closed the week with a professionally written email highlighting all the progress made on VacAI. The email was addressed to your manager and teammates at Waga.

Congratulations on all your hard work and dedication this week! We are confident that the knowledge you gained will propel you forward in your career. Let's finish the week strong by completing Milestone 3 using the instructions provided.

Tip: [Check out the rubric](#) before submitting your Milestone Worksheet. |

Step 1: AI Toolkit

To access your AI Toolkit, Go to your personal ALX AICE Google Drive, then locate your updated [AI Toolkit Spreadsheet.](#) Make sure your AI Toolkit is updated and contains prompts and workflow optimization processes from the following activities:

- Try Out Chat GPT For Task Management
- Research Sprint
- Writing prompt

Next, Click **"Share"** (under the 3 dots) and adjust the settings so that it looks like this:
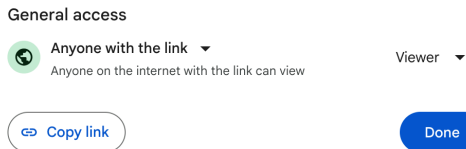
Then, copy the link and paste it in the box below;

Step 1: Your AI Toolkit

If you need more help with this, Google for video instructions on sharing files in Google Drive, or ask a peer.

Step 2: Project Plan/Work Plan

Locate your **Project Plan/Work plan sheet**

Ensure you have completely filled out the two tabs "**Project Plan" and "ChatGPT Project Board"**

Tabs.

For the project plan tab, make sure you add tasks you want to complete this week based on the instructions in this activity in the lines with the blue text.

	A	B	C	D	E	F	G	H	I	
2		WORK PLAN (PROJECT PLAN) Objective: Complete Week 3 activities, tests and milestones before respective deadlines						18 February	19 February	20 February
3	Category	Action item/Deliverables	Owner	Resources	Start Date	End Date	Status			
4	Milestone	Submit Milestone 3	Me	Savanna	24-Feb-24	9-Mar-24	Not started			
5	Milestones	Catch up on all missing milestones	Me	Laptop	26-Feb-24	15-Feb-24	Behind			
6	Spaces	Identify my city hub	Me	Time	27-Feb-24	22-Mar-24	Done			
7	Add New Category	Add new task/action item	Me				Not started			
8	Add New Category	Add new task/action item	Me				Not started			
9	Add New Category	Add new task/action item	Me				Not started			
10	Add New Category	Add new task/action item	Mom				Not started			
11										

For the ChatGPT Project Board, make sure you add details that you get after asking ChatGPT to create a project board following the instructions from this activity.

	A	B	C	D	E	F	G	H
2					Project Board Objective: Provide Update On VacAI			
3	Task Name	Problem Stage	Assigned To	Priority	Resources	Start Date	End Date	Status
4	Define Target Audience & Customer Value	1. Discover	Me	High	Google + Chat GPT	18-Feb-24	9-Mar-24	Not started
5	Add Task based on ChatGPT Suggestion Here							
6	Add Task based on ChatGPT Suggestion Here							
7	Add Task based on ChatGPT Suggestion Here							
8	Add Task based on ChatGPT Suggestion Here							
9								
10								
11								

After confirming that you have filled your worksheet correctly, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."*

General access

🌐 Anyone with the link ▾   Viewer ▾
Anyone on the internet with the link can view

🔗 Copy link   Done

Next, paste the link in the box below;

Step 2: Project Plan/Work Plan

https://docs.google.com/spreadsheets/d/1BTaEB6G6SgsyVOkm3YNVc_twyKhOllNKauy-tDDodAs/edit

Step 3: Research Worksheet

Locate your [ALX AiCE Research Worksheet](#).
Make sure you complete Parts A, B, and C of the worksheet.
Part A:

PART A

Research Question	Example	Your Responses (Write your response here)
Causal Question: Aim to explore if there's a relationship between specific features or lack thereof in VacAI and low user engagement.	For example, "Does the integration of personalized vacation recommendations in VacAI affect the frequency of its use by users?"	
Descriptive Question: Seek to describe a phenomenon related to VacAI's user engagement or lack thereof.	For example, "How do users currently plan their vacations, and what tools or resources do they rely on?"	

Create research questions, you would typically ask when researching the vacation and hospitality industry, so you get a clear understanding of why users might not use VacAI (Waga Vacation app)
Part B:

PART B
Write your response under the **blue text** in the "Your Responses" column

Research Step	Key Questions	Your Responses (Write your response here)
Begin gathering your required information	What search terms should you use? What are the AI prompts you need for your research? How many reports/articles do you want to read before deciding you have seen enough?	*Write out either search terms or AI prompts you will use for your research here:*
Evaluate the Validity/Credibility of	Are the sources credible and reliable? Did you verify the	*How credible are the sources of the information you find online?:*

Follow the research steps and provide answers to the text highlighted **in blue under "Your response column"**
Part C:

Part C - Research Summary

Paste your research summary from ChatGPT. Ensure that it includes important insights based on your research questions and concludes with some recommendations.

Paste your research questions from part a, and your response in part b into ChatGPT and ask it to create a research summary that can guide you as you progress through the simulation activity at Waga.

After confirming that, save the worksheet as a PDF file and upload it to your designated AiCE Google Drive.
Then, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

Step 3: AiCE Research Worksheet
https://docs.google.com/document/d/1-UDFL8R4Eu_WjWPPcNmO5GaO-WH3lK5qrfOhQyuWpEw/edit

Step 4: Data Cleaning

Locate your updated Data Cleaning worksheet.

Make sure you have provided answers to these questions in your worksheet:

Total number of employees =	
Average performance rating of the employees who completed the training =	
Sum of the performance ratings for employees who completed the Data Analysis course =	
Number of employees who have a rating of 9 or above =	

After confirming that, Click **"Share"** (under the 3 dots) and adjust the settings to *"Anyone with the link can view."* Next, paste the link in the box below;

General access

🌐 Anyone with the link ▾
Anyone on the internet with the link can view

Viewer ▾

🔗 Copy link   Done

Step 4: Data Cleaning Worksheet
https://docs.google.com/spreadsheets/d/11p3sDeB8Y3FYPgtOKx4s_o1c9KkQ7fszEmDctfDviYo/edit

Step 5: Your Email to Colleagues

Open up your

Copy and paste the email you manually wrote into the box below and indicate how long it took you to complete the email in minutes.

Step 5a: Email to Colleagues (Manual)

Hi team at WAGA,

I hope this email finds you all well. I wanted to take a moment to introduce myself as a new member of the team. My name is Lynda, and I'm excited to be joining WAGA as a colleague.

As I settle into my role, there are three areas where I believe I can contribute and take ownership within the team. First, I have a strong background in project management and can lead initiatives from start to finish, ensuring timely delivery and effective coordination. Second, I have a keen eye for innovation and can actively contribute to brainstorming and implementing creative solutions. Lastly, I have experience in data analysis and can lead efforts to gather insights and make data-driven decisions.

In terms of work rhythm, I believe in fostering a collaborative and transparent environment. I plan to work closely with each of you, actively seeking your input and involvement. Regular communication and updates will be a priority, ensuring that we are all aligned and working towards our shared goals. Additionally, I value open feedback and believe it is essential for continuous improvement and growth as a team.

Now, regarding the problem statement related to our project, we are currently facing challenges with optimizing our website's user experience, resulting in a high bounce rate. It is crucial that we address this issue to improve user engagement and conversion rates.

To discuss this and other matters, I propose scheduling a team meeting every Monday morning at 10:00 AM to kickstart the week and align our priorities. Additionally, I suggest having a shorter check-in meeting every Wednesday afternoon at 3:00 PM to provide progress updates and address any urgent matters. Of course, these proposed meeting schedules are open to discussion and adjustment based on everyone's availability.

I'm thrilled to be part of this team and look forward to collaborating with each of

you. Please let me know if you have any questions or if there's anything specific you'd like to discuss during our upcoming meetings.

Best regards,

Lynda

It took me 60_ _ _ _ _ minutes to write this email.

Copy and paste the email from ChatGPT in the box below.

Step 5b: Email to Colleagues (ChatGPT)

Dear WAGA Team,

I hope this email finds you well. I am thrilled to introduce myself as the newest member of our team. My name isLinda Lamptey ,and I recently joined as the Product Development Manager . I have a strong background in project management and can lead initiatives from start to finish, ensuring timely delivery and effective coordination. Second, I have a keen eye for innovation and can actively contribute to brainstorming and implementing creative solutions. Lastly, I have experience in data analysis and can lead efforts to gather insights and make data-driven decisions.

Regarding our work rhythm, I believe in open communication and collaboration. I plan to regularly touch base with team members to ensure alignment and address any challenges promptly. Additionally, I'm open to feedback and suggestions to enhance our workflow and productivity.

One problem statement I'm eager to tackle is related to our project. We are currently facing challenges with optimizing our website's user experience, resulting in a high bounce rate. It is crucial that we address this issue to improve user engagement and conversion rates.

To facilitate discussions and updates, I suggest the following meeting schedule:
- Weekly team meetings on Monday and 10am]
- Bi-weekly project status updates on [The second week of every month at 10am]

I'm looking forward to getting to know each of you better and collaborating to achieve our goals. Please feel free to reach out to me if you have any questions or suggestions.

Best regards,
Lynda

Step 6: Reflection on the use of AI

Take a moment to reflect on everything you've learned and how AI might shape your future. Then, create a short paragraph based on your reflection; your paragraph should answer the questions in the box below;

Reflection on the use of AI

Do you think AI can effectively help you manage your time?

How can AI help you analyze data?

How can you improve your prompts?

Step 6: Write Your Reflection Response Here

Absolutely, AI can be a great tool for managing time! With AI-powered features like smart scheduling, task prioritization, and reminders, it can help streamline your daily schedule and ensure you stay on top of your commitments.

When it comes to analyzing data, AI can be a game-changer. It can process large amounts of data quickly and efficiently, identify patterns and trends, and provide valuable insights for decision-making. Whether it's in business, research, or other fields, AI can help uncover hidden patterns and make data analysis more accurate and efficient.

As for improving prompts, it's an ongoing process! By continuously learning from user interactions, AI systems like me can refine and enhance the prompts we generate. Feedback from users like you is incredibly valuable in helping us improve and provide more relevant and engaging responses.