eCornell

Action Plan

In this course, you have seen how to work with the functions and features of Excel to summarize and organize your data and present it visually to help your audience grasp its meaning. You have examined how to use bar charts to categorize data, pie charts to show categories, line graphs to plot trends over time, and pivot tables to help you focus on specific subsets of data. If you find it helpful to do so, you can use this action plan to guide your work going forward.

Complete the grid below.	
Key Business Problem(s)	Identify the key problem you hope to address by communicating visual information through Excel.
Strategies	Which strategies or functions from the course will you use to help you achieve your goal?
Steps	What are the specific actions you will take to? Be as specific as you can in outlining what you will do.
Timeline	Identify a timeline for implementation. What will you do (or will you have your team do) in the next month? What will you have completed over the next quarter?

Measurement/Results	How are you going to measure your results or demonstrate that your efforts have had a positive impact? Outline your measurement strategies here.