# Data Analysis Project

## Data Analyst: Curtis

## Client/Sponsor: Kona Ice

## Purpose:

*We are losing employees during the peak times of our season. How do we hire and retain employees for the full season? Goals are to identify the problems in our recruitment that lead to employees leaving early.*

## Scope / Major Project Activities:

*What are the major parts of this project? List out the high-level steps, activities, or stages of the project, and give a brief description for each.*

| Activity | Description |
| --- | --- |
| Finding Flaws | We should create a poll to find where our business is lacking for employees |
| Analyze Data | Analyze where we are lacking, focus on employee retention |
| Apply changes in Hiring | Develop procedures when hiring for next season |

## This project does not include:

*Specify the things that this project isn’t responsible for doing (out of scope). For instance, “this project does not involve a summation of 2019 data analysis”*

* This project does not involve Sales reports
* This project does not include a summary of events of the season

## Deliverables:

*A specific list of things that your project will deliver.*

| Deliverable | Description/ Details |
| --- | --- |
| Completed Poll | Poll completed by employees detailing the aspects of the work, schedule, likes/dislikes of company, and suggested changes |
|  |  |
|  |  |

## Schedule Overview / Major Milestones:

*The expected schedule for the project. This can be defined by milestones (e.g. “all data is cleaned and processed”), periods of time (“Week 1 / Week 2”), or other ways based on the needs of the project.*

| Milestone | Expected Completion Date | Description/Details |
| --- | --- | --- |
| *Poll Completion* | *11/30/2025* | *Poll detailing workload, scheduling, like/dislikes, and possible solutions* |
| *Polls analyzed* | *12/15/2025* | *Analyze the polls to find problem area with employment* |
| *Create Procedure to fix employment retainment* | *3/1/2026* | *Create procedures that are better for employees and create and environment of wanting to stay the whole Kona Ice season.* |

## \*Estimated date for completion:

*If all goes well, and I get what I need, all new procedures moving forward should be completed by March 1, 2026.*