**Safety Training Report**

**The Tale…**

The IT Department has requested your help in designing and implementing a report (true!!!!) Refer to Safety Trainee template.xlsx. The worksheet Paste CSV is a dump from a database and has a list of current employees and their status on attending and passing various safety classes. A report similar to what is seen in Safety Training Report is desired. However, that is not as easy as it sounds.

The worksheet EMP List has a current list of employees, department and department access code. The worksheet Codes contains the specific access code for each department as well as the courses required for the department and the number for days for certification renewal once the course has been taken.

For each employee in the workbook, list the courses for his/her department, whether each course has been taken, and, if so, the renewal dates for those courses (the number of days varies). If the course has not been taken, the renewal date is today’s date. The PDF file provided is a template; the numbers may or may not be the same as your analysis.

Pay attention to the data. Study it well.

**The Assignment…**

Develop an initial plan with your team to complete this analysis. Detail what need to be done on a high level, what specifically need to be done with the data, and what formulas/functions could be useful in the process. Update the plan as you proceed if there are issues that force you to change the plan. Do this in a Word document.

**Note:** You may use whatever formulas and infrastructure you deem necessary. Since Paste CSV is a download from a database; if changes or calculations must be made in the data make them off to the right of the dataset and use that for your analysis. The other worksheets are manually maintained and the data there can be changed.

Implement the plan in Excel. Make it as dynamic as possible to minimize the number of formulas and functions you need to write/update.

To upload: Place both files in a folder named K327\_Project4\_*yourusername*. Make sure **all** your Team members are listed on the Plan. Select the folder and zip it: Right click=> Send to=> Compressed (Zipped) folder. Upload to Canvas.