**### \*\*Project Plan Checklist: Sales Performance Analysis and Forecasting\*\***

* **#### \*\*1. Exploratory Data Analysis (EDA)\*\***
* **- [ ] \*\*Day 1:\*\***
* **- [1 ] Explore the cleaned data using Python.**
* **- [1 ] Calculate descriptive statistics (mean, median, etc.).**
* **- [1 ] Create initial visualizations (histograms, scatter plots, etc.).**
* **- [1 ] Document findings with markdown cells in Jupyter Notebook.**
* **- [ ] \*\*Day 2:\*\***
* **- [ ] Explore relationships between variables.**
* **- [ ] Create additional visualizations (box plots, heatmaps, etc.).**
* **- [ ] Summarize key insights from the EDA.**
* **- [ ] Ensure the Jupyter Notebook is well-organized and annotated.**
* **#### \*\*2. Data Visualization in Excel\*\***
* **- [ ] \*\*Day 3:\*\***
* **- [ ] Import cleaned data into Excel.**
* **- [ ] Create pivot tables summarizing sales by region, product, time period.**
* **- [ ] Start developing charts (line charts, bar charts).**
* **- [ ] \*\*Day 4:\*\***
* **- [ ] Continue building the Excel dashboard with more visualizations.**
* **- [ ] Add interactivity to the dashboard (e.g., slicers, dropdowns).**
* **- [ ] Ensure the dashboard is easy to use and interpret.**
* **- [ ] \*\*Day 5:\*\***
* **- [ ] Finalize the Excel dashboard.**
* **- [ ] Add any insights or comments directly onto the dashboard.**
* **- [ ] Review the dashboard for accuracy and clarity.**
* **#### \*\*3. Sales Forecasting\*\***
* **- [ ] \*\*Day 6:\*\***
* **- [ ] Begin developing a simple sales forecasting model in Python.**
* **- [ ] Document the model development process in Jupyter Notebook.**
* **- [ ] Create initial visualizations comparing forecasted vs. actual sales.**
* **- [ ] \*\*Day 7:\*\***
* **- [ ] Refine the forecasting model (consider additional techniques if time permits).**
* **- [ ] Evaluate model performance using metrics (MAE, RMSE).**
* **- [ ] Update the Jupyter Notebook with final model details and results.**
* **- [ ] \*\*Day 8:\*\***
* **- [ ] Finalize the forecast visualizations.**
* **- [ ] Write a summary of the model’s performance and potential improvements.**
* **- [ ] Ensure the forecasting notebook is polished and well-documented.**
* **#### \*\*4. Finalizing GitHub Repository\*\***
* **- [ ] \*\*Day 9:\*\***
* **- [ ] Update the README file with:**
* **- [ ] Project Overview**
* **- [ ] Key Highlights**
* **- [ ] How to Navigate the Repository**
* **- [ ] Instructions on Running the Code**
* **- [ ] Organize the repository with clear folder structures (`notebooks`, `data`, `scripts`, `visualizations`).**
* **- [ ] \*\*Day 10:\*\***
* **- [ ] Review all Jupyter Notebooks for clarity and completeness.**
* **- [ ] Ensure that all visualizations are clear and meaningful.**
* **- [ ] Upload the Excel dashboard file to the repository.**
* **- [ ] \*\*Day 11:\*\***
* **- [ ] Final check of the entire repository for any errors or inconsistencies.**
* **- [ ] Test the code and Excel dashboard to ensure everything works smoothly.**
* **- [ ] Make any final adjustments to the README or file organization.**
* **#### \*\*5. Presentation (Optional)\*\***
* **- [ ] \*\*Day 12:\*\***
* **- [ ] Create a slide deck summarizing the project.**
* **- [ ] Include key insights, visualizations, and recommendations.**
* **- [ ] Practice presenting the project or review it for clarity.**
* **- [ ] \*\*Day 13:\*\***
* **- [ ] Finalize the slide deck.**
* **- [ ] Write a LinkedIn post or Medium article summarizing your project (optional).**
* **- [ ] Share the project on your LinkedIn profile or other relevant platforms.**
* **#### \*\*6. Final Review\*\***
* **- [ ] \*\*Day 14:\*\***
* **- [ ] Conduct a final review of the entire project.**
* **- [ ] Ensure that the GitHub repository is professional and polished.**
* **- [ ] Confirm that all documentation is clear and accessible.**
* **- [ ] Submit or share the project as needed.**