

# 6 Steps of Data Analysis

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1. Ask
2. Prepare
3. Process
4. Analyze
5. Share
6. Act

## Ask

- What question or problem is trying to be solved
- What data types do you have available
  - Historical Data
  - New Data
- What is the Goal of the Data Analysis

## Prepare

- Determine specific data to be collected
- Create method of finding new data
- Plan out who the involved parties will be

## Process

- Restrict access to only those working with the data
- Clean incoming data
- Store data in "Data Warehouse"

## Analyze

- Extract relevant Information from Data
- Create Tables and Graphs
- Document results

## Share

- Compile Reports for managers
- Use Visualizations to show "Context"

## Act

- Find ways to implement results of data