**Assessment: Project Team**

Task 1:

Document Management You have been provided with a set of documents related to a fictional project. Your task is to organize these documents into a logical folder structure.

Please create a hierarchy that is easy to navigate and reflects a systematic approach to document management. List of Documents:

● ProjectX Demo Report

● ProjectY Project Report

● ProjectX Salary Report

● ProjectG Demo Report

● ProjectG Salary Report

● ProjectY Demo Report

● ProjectX Project Report

Ans:

* Top-Level Folder: Projects

* Subfolders for Each Project:
* Create a subfolder for each project (ProjectX, ProjectY, and ProjectG).
* Within each project subfolder, organize the relevant reports.
* Folder Structure: Here’s how the hierarchy might look:

Projects:

ProjectX

* 1. Demo Reports :ProjectX Demo Report
  2. Salary Reports: ProjectX Salary Report
  3. Project Reports:ProjectX Project Report

ProjectY:

1. Demo Reports: ProjectY Demo Report
2. Project Reports: ProjectY Project Report

ProjectG

1. Demo Reports: ProjectG Demo Report
2. Salary Reports: ProjectG Salary Report

The documents are arranged in this hierarchy according to project titles, and they are further divided into several report categories. It offers an intuitive, well-defined structure that makes it simple for users to find certain documents quickly.

**Task 2:** Controlling Annotation Job/Task Suppose, you have been assigned a dataset that consists of 100,000 images on 02 February, 2024. The dataset has 3 different classes Bounding Box, Polygon and Keypoint with individual annotation benchmarks 10, 15 and 5 seconds and Quality Check benchmarking 5, 7 and 3 seconds. Every single image has 1 object of each class on average. Also, the estimated total effective working hours of an annotator is 6 hours a day. Now, how would you identify the following things, 1. The total effective working hour to finish the task including and excluding the Quality Check.

**1. The total effective working hour to finish the task including and excluding the Quality Check.**

**Ans:**

Total images = 100,000

Objects per image (average) = 1 (based on clarification)

Annotation time per object (avg):

- Bounding Box: 10 seconds

- Polygon: 15 seconds

- Keypoint: 5 seconds

Total annotation time per image = (10 + 15 + 5) seconds/image = 30 seconds/image

Total annotation time for all images = 30 seconds/image \* 100,000 images = 3,000,000 seconds

Effective working hours excluding QC = 3,000,000 seconds / (3600 seconds/hour) = 833.33 hours

**2. The total number of annotators required to accomplish the task in 10 days.**

**Ans:**

Number of annotators:

Effective working hours per annotator per day = 6 hours/day

Days to complete the task with a specific number of annotators (N):

- Excluding QC: 1,312.50 hours / (N annotators \* 6 hours/day/annotator)

- Including QC: 833.33 hours / (N annotators \* 6 hours/day/annotator)

To complete the task in 10 days:

- Excluding QC: N = 1,312.50 hours / (10 days \* 8 hours/day) = 20.21, so we need 21 annotators .

- Including QC: N = 833.33 hours / (10 days \* 8 hours/day) = 10.42, so we need 11 annotators

**.3. Identify the estimated date to deliver the project to the client if you have got extra 5 annotators from HR (exclude off-days).**

**Ans:**

Given 5 additional annotators (excluding off-days):

- Excluding QC: New N = 21 + 5 = 26 annotators

New workdays = 833.33 hours / (26 annotators \* 6 hours/day/annotator) = 4.86 days

Estimated delivery date (excluding QC) = February 2, 2024 + 4.86 days = February 7, 2024 (Wednesday).

- Including QC: New N = 11 + 5 = 16 annotators

New workdays = 1,312.50 hours / (16 annotators \* 6 hours/day/annotator) = 5.37 days

Estimated delivery date (including QC) = February 2, 2024 + 5.37 days = February 8, 2024 (Thursday).

**Task 3: Communication skills Write an email describing the justified reasons for the time taken to complete the annotation task**

Subject: Annotation Task Completion Time Explanation

Dear Client,

I hope this email finds you well. I wanted to provide a detailed explanation regarding the time taken to complete the recent annotation task. As you know, our team diligently worked on annotating a dataset of 100,000 images, each containing objects from three different classes: Bounding Box, Polygon, and Keypoint.

Here are the justified reasons for the duration of the task:

**Complexity of Annotations:**

* The dataset required precise annotations for multiple object types (Bounding Box, Polygon, and Keypoint).
* Ensuring accuracy and consistency across all images was crucial.
* Annotators meticulously followed guidelines to maintain high-quality results.

**Quality Assurance (QA):**

* We incorporated a thorough Quality Check process to validate annotations.
* QA involved reviewing each image to ensure correctness, alignment with benchmarks, and adherence to project requirements.
* Although this added time, it significantly improved data quality.

**Effective Working Hours:**

* Our annotators worked diligently for 6 hours a day.
* Considering the complexity of the dataset, we allocated sufficient time for precise annotations.

**Balancing Speed and Accuracy:**

* While efficiency was essential, we prioritized accuracy over speed.
* Rushing through annotations could compromise data integrity and impact downstream tasks.

**Resource Allocation:**

* We maintained a balanced workload across annotators to prevent fatigue and maintain consistency.
* Allocating additional annotators would have increased coordination efforts and introduced potential errors.

In conclusion, the need for precision, strict quality assurance, and efficient resource management all had an impact on the task's duration. Our goal was to achieve the optimum balance of effectiveness to quality.

If you have any further questions or require additional information, please feel free to reach out. We appreciate your understanding and support.

Best regards,

Redwan Arko.

**Task 4: Time Management Order the below-mentioned tasks according to the priority for the smooth execution of the task/project (High to low).**

**1. Feedback arrived on a particular batch you delivered earlier.**

**Ans:**

Feedback arrived on a particular batch you delivered earlier:

Priority: High

The greatest risk arises from missing a delivery deadline for a batch that is still in progress because of the possible impact on clients and the broken promise. To reduce harm and explain the problem in a proactive manner, take immediate action.

**2. You have missed a delivery deadline for an ongoing batch**

Ans:Priority: High

* Meeting deadlines is critical to maintain trust with clients and uphold project timelines. Immediate attention is necessary to rectify the situation.

**3. A batch that you will have to deliver tonight**

**Ans:**Priority: Medium

* While urgent, this task is lower priority than addressing missed deadlines or handling feedback. However, timely delivery remains essential.
* Considering a certain batch you previously delivered, feedback has arrived: Quickly responding to criticism shows responsiveness and enhances subsequent versions. But its urgency is dependent upon:
* Degree of feedback severity: Critical concerns may take priority over the following task if they are found.

**4. A new batch has arrived from the sales team and you need to do the DEMO**

**Ans:**Priority: Low

* Demonstrating the new batch is important, but it can be scheduled after addressing higher-priority tasks.