|  |  |
| --- | --- |
| **Objectives 2020/21 – Q1 – April-June Inclusive** |  |
| **Liz Johnston** | **Last Updated: 17/06/2020** |
| **Data Business Analyst** |  |

**Work with NARMs business user to setup required environment and instructions to facilitate NARMS self-serve of the NPC NARMs pipeline by end April 2020**

|  |  |
| --- | --- |
| **How** | * List of required software for user to raise IT Service Desk Ticket * Document step-by-step process and share on Confluence * Arrange walk through session on software and running pipelines * Support as necessary - questions/issues |
| **Measured by** | * All software loaded and user confident in operation * User can access, understand and follow step-by-set instructions * User confident in running pipelines * Less than 3 follow-up queries – these were about the data rather than the process. |
| **DS Community Objs** | Improve engagement – training  Deliver supporting services that meet user needs |
| **Competencies** | Collaborating and Partnering, Leading and communicating, Building Capability for All |
| **Time-bound** | 30 April 2020 |
| **Completed** | 15 April 2020 |

**Work with NPC ED2 team to assist in the design of the ED2 BPDT for draft publication end July 2020**

|  |  |
| --- | --- |
| **How** | * Share process and lessons learned from the DS:NPC engagement for ET, GT & GD with both the ED2 team and DNOs (PowerPoint previously presented to full NPC team) * Give guidance on preferred options and good practice * Present problem statement to DS Analysts to recommend potential solution options and agree preferred option * Agree solution with ED2 team * Agree process for validating draft worksheets from ED2 BPDT * Knowledge transfer of artefacts and process |
| **Measured by** | * Positive engagement with ED2 team – email responses to work delivered * Presentation of ET/GT/GD process and lessons well received by ED2 and DNOs with engagement measured by many questions and suggestions * Positive engagement with DS Analysts with 3 options aired and solution agreed * ED2 Team provided worksheet template and I produced matching metadata framework, python code and output csv for discussion and agreement * Agreement on process with ED2 team to use tested template as basis for all sheets which would be drip fed to me as they become available for me to produce the required frameworks, code and cvs * Agreement that the ED2 team would use these drafts as their bpdt draft delivery to DNOs due end July 2020 with the understanding that these may change as we go through the process and any policy changes * 1 NPC user confident in creating artefacts and running transformation pipeline. |
| **Issues** | * ED2 team cannot specify their data requirements for ED2 analysis so cannot specify an API at this time One-off report; suggest need API for annual RRP submissions * DNOs requested continuation of Excel workbook for BPDT as this is how they collate their BPDT data from several systems * ED2 team do not have capacity to deliver draft worksheets before the target of end of July to allow the production of draft related artefacts. Will drip feed what they have and full workbook at end of July.  Note: target draft BPDT to DNOs end July 2020 but DNO submission of BPDT Dec 2021 * ED2 team suggest there will be ~150 worksheets for transformation. They expect these to fall into 4 or 5 types that could then follow a template per type |
| **DS Community Objs** | Improve engagement – RFI design, AMAs, training  Deliver supporting services that meet user needs |
| **Competencies** | Seeing the Big Picture, Changing and Improving, Collaborating and Partnering, Leading and Communicating, Building Capability for All |
| **Time-bound** | 31 July 2020 |
| **Completed** |  |

**Work with Data Services team to provide Complaints ingestion and process improvements - ongoing**

|  |  |
| --- | --- |
| **How** | * Learn how to run the current full load complaints ingestion * Update the complaints documentation * Understand the new incremental process for complaints incremental through Airflow * Document the new Airflow complaints process |
| **Measured by** | * Successfully running the GitLab complaints ingestion * Comprehensive documentation available that covers full GitLab process * Successfully running the reference airflow pipelines * Comprehensive documentation available on the Airflow reference pipelines * Successful completion of the E2E test of monthly incremental Airflow process * Tickets raised to remedy the issues found during the E2E test * Comprehensive documentation available on the Airflow monthly complaints process * [cm\_rfi (Complaints, DNO, Xoserve, Switching): Running Pipelines](https://ofgemsousd.atlassian.net/wiki/spaces/ODS/pages/1257242996/cm+rfi+Complaints+DNO+Xoserve+Switching+Running+Pipelines) – including linked pages for Qlik etc * [Retail Reference: Running Airflow Pipelines](https://ofgemsousd.atlassian.net/wiki/spaces/ODS/pages/1655668822/Retail+Reference%3A+Running+Airflow+Pipelines) * [Business & Gather File Locations and Database Tables](https://ofgemsousd.atlassian.net/wiki/spaces/RET/pages/1666318399) * [Complaints Domestic Monthly Running Airflow Pipeline](https://ofgemsousd.atlassian.net/wiki/spaces/ODS/pages/1832715206/Complaints+Domestic+Monthly+Running+Airflow+Pipeline) * [STAF-646 End to End Domestic Complaints Test Scenarios](https://ofgemsousd.atlassian.net/wiki/spaces/ODS/pages/1797292456/STAF-646+End+to+End+Domestic+Complaints+Test+Scenarios) * [STAF 646 Post Mortem](https://ofgemsousd.atlassian.net/wiki/spaces/ODS/pages/1846607873/STAF-646+Post+Mortem) * Contribute to Monthly Domestic Complaints Design workshops |
| **DS Community Objs** | Provide validation and feedback of data submissions through Exchange  Deliver supporting services that meet user needs |
| **Competencies** | Seeing the Big Picture, Changing and Improving, Collaborating and Partnering, Building Capability for All |
| **Time-bound** | Ongoing |
| **Completed** |  |

**Personal Development**

* Make time to explore PluralSight and Gartner offerings
* Setup timetable to prioritise learning within the working day
* Specific learning goals
  + Develop python skills
  + Develop understanding & skills in BI in particular PowerBI if moving there
* Economics for Non-Economists course 15&16 July 2020