TASK MANAGEMENT

Case study 1 - Dataset of Delegation of Tasks

COMPANY NAME

NOQS DIGITAL

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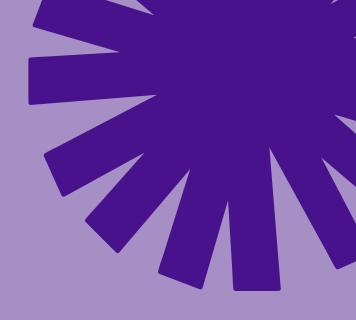# INTRODUCTION

For this task, We used Google Sheets to analyze the given information. The sample was made up of one hundred jobs which had different levels of urgency; a few of them needed immediate attention while others were less urgent. Moreover, these tasks were given to different team members who are already done with some of them and still working on others or yet to start any. Also, there were tasks with different time-spans; some took longer periods before they were finished while others completed shortly after starting.

AKNOWLEDGMENT

I'd like to thank everyone who has been so helpful and supportive throughout this process.

First, I'd want to thank Adit Sir for supplying the sample dataset and explaining the task's precise objectives and limits. Your precise instructions and dataset were critical in creating a complete and successful dashboard specifically for Product Managers.

I also like to thank the team members who provided thoughts and input during the development process. Your feedback has helped us improve the dashboard to suit practical needs and usability standards.

Finally, I'd want to thank everyone who donated resources and documentation that helped guide the design and implementation of a functional and visually beautiful dashboard.

Thank you!

The STATS SQUAD

Anushka → Presentation Making

Pranav → Dashboard & Analysis

Mir → Designing
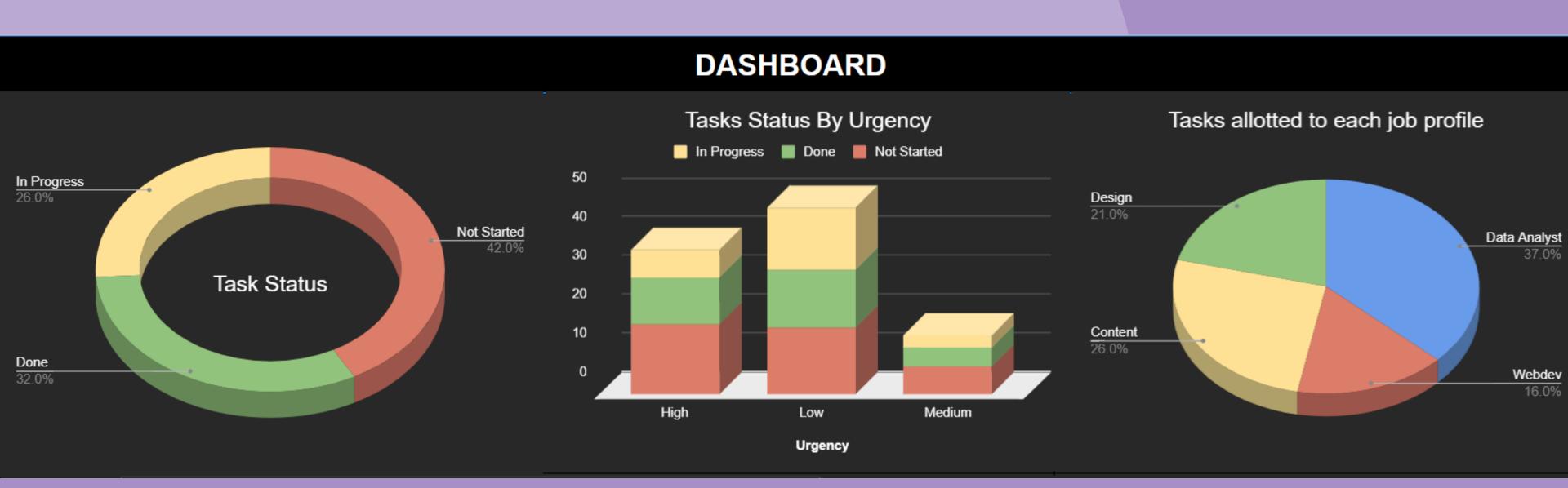
Shreyansh → Dashboard & Analysis

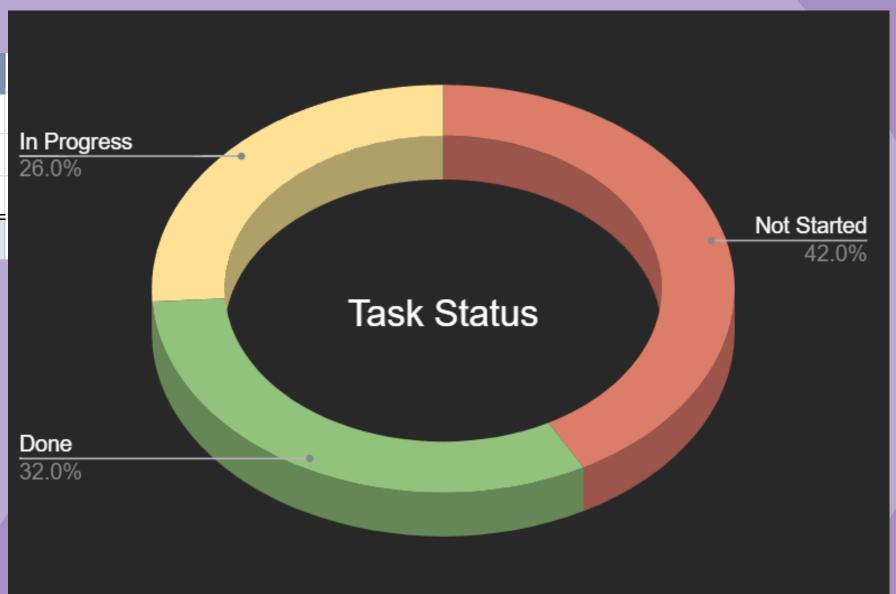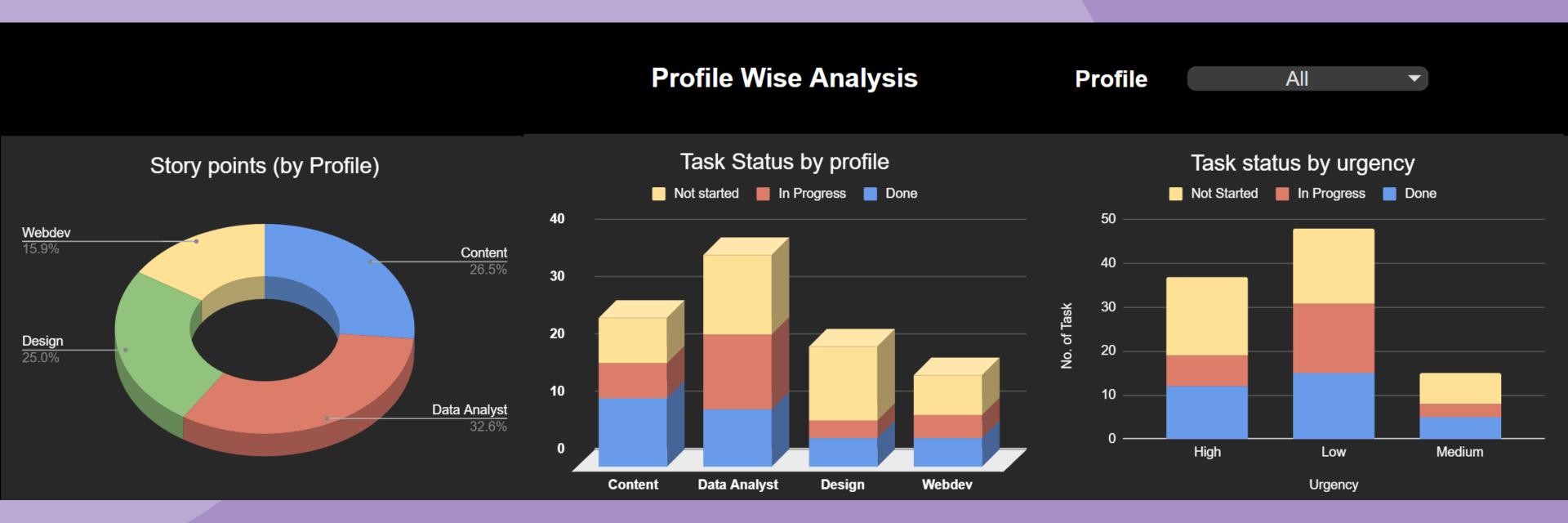Sarvesh → Presenter

Abhiraj → Management

DASHBOARD & ANALYSIS

TASK ANALYSIS

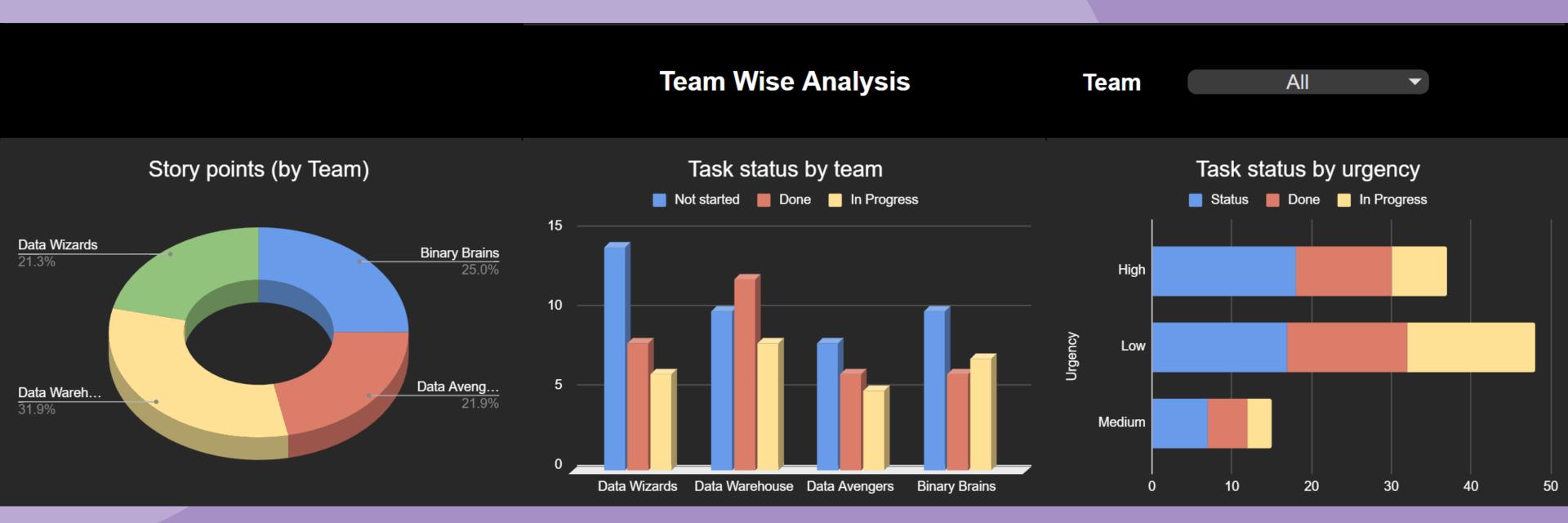| Status	No. of tasks
	42
Done	32
In Progress	26
Grand Total	100

HERE FROM THE ABOVE CHART ITS CLEARLY NOTABLE THAT THE PERCENTAGE OF NOT STARTED TASK IS MORE THAN THE DONE TASKS.
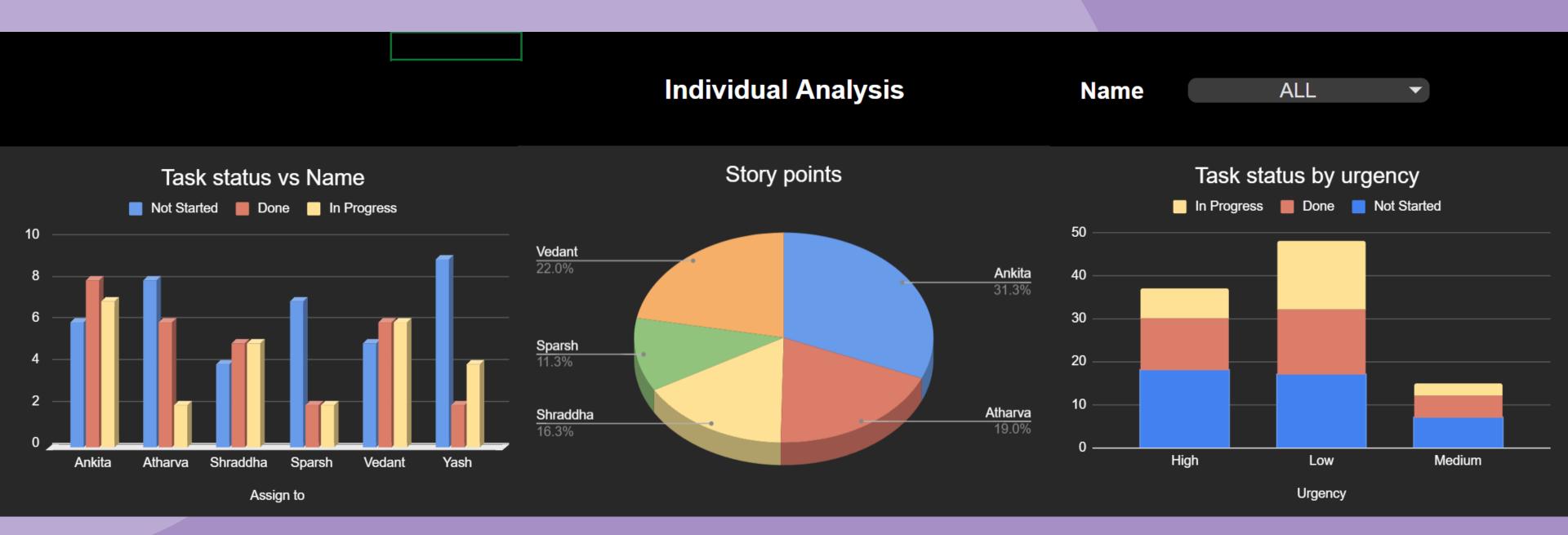
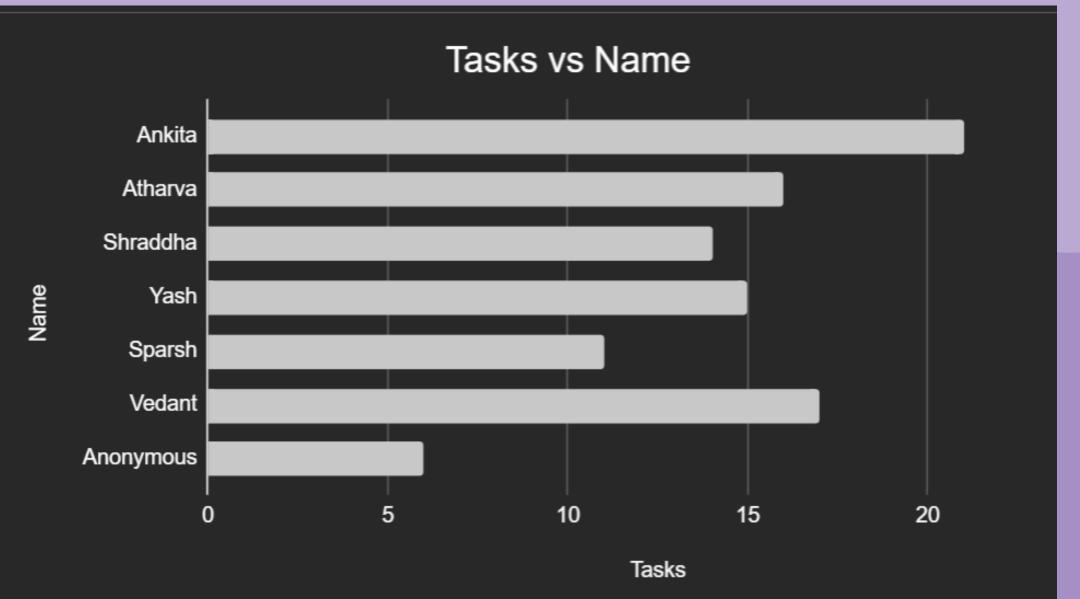# PROFILE WISE ANALYSIS

TEAM WISE ANALYSIS

INDIVIDUAL ANALYSIS

PERSON WISE ANALYSIS
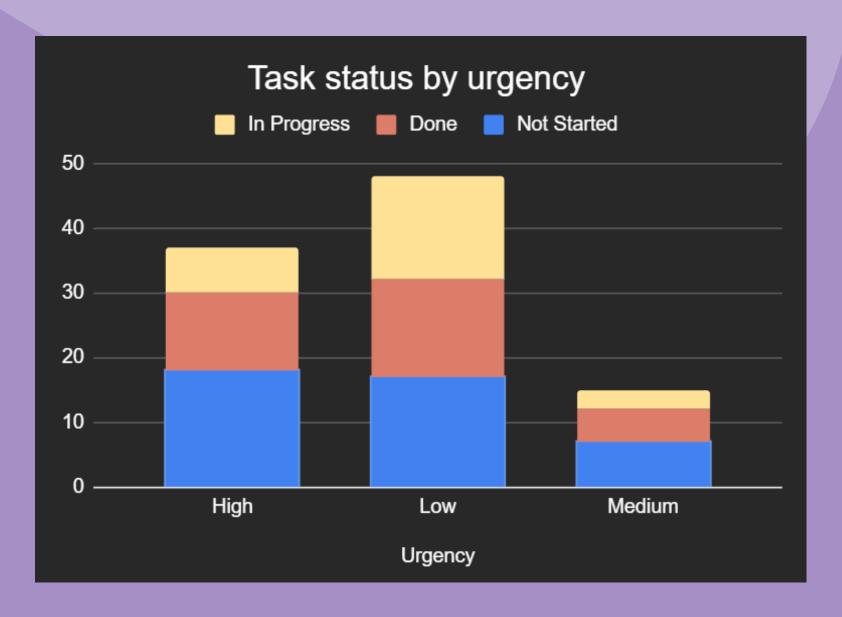
1) No of tasks assigned and their statuses

Person-	ALL ▾			
PERSON	URGENCY			
Name	High	Low	Medium	Grand Total
Ankita	9	7	5	21
Atharva	6	5	5	16
Shraddha	6	8		14
Sparsh	1	7	3	11
Vedant	7	10		17
Yash	7	7	1	15
Grand Total	36	44	14	94

Tasks vs Name

HERE IN PERSON WISE ANALYSIS WE CAN OBSERVE THAT ANKITA IS ASSIGNED WITH MORE NO.OF. TASKS, WHILE SPARSH GOT LESS NO.OF. TASKS THAN OTHERS.

TASK PROGRESS ANALYSIS
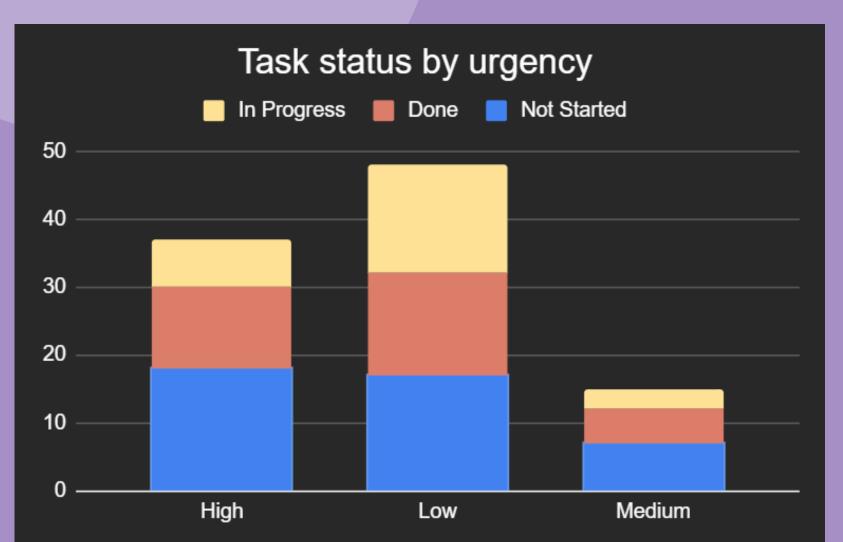
Urgency wise Task Status				
COUNTA of Task (in a few words) *	Status			
Urgency *		Done	In Progress	Grand Total
High		18	12	7	37
Low		17	15	16	48
Medium		7	5	3	15
Grand Total		**42**	**32**	**26**	**100**

Task status by urgency

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ALL				
COUNTA of Task Status				
Urgency		Done	In Progress	Grand Total
High	18	12	7	37
Low	17	15	16	48
Medium	7	5	3	15
Grand Total	**42**	**32**	**26**	**100**

HERE WE CAN OBSERVE THAT HIGH URGENT TASKS ARE NOT STARTED YET. MEMBERS ARE FOCUSING ON LOW URGENT TASKS MOSTLY.

STORY POINTS ANALYSIS

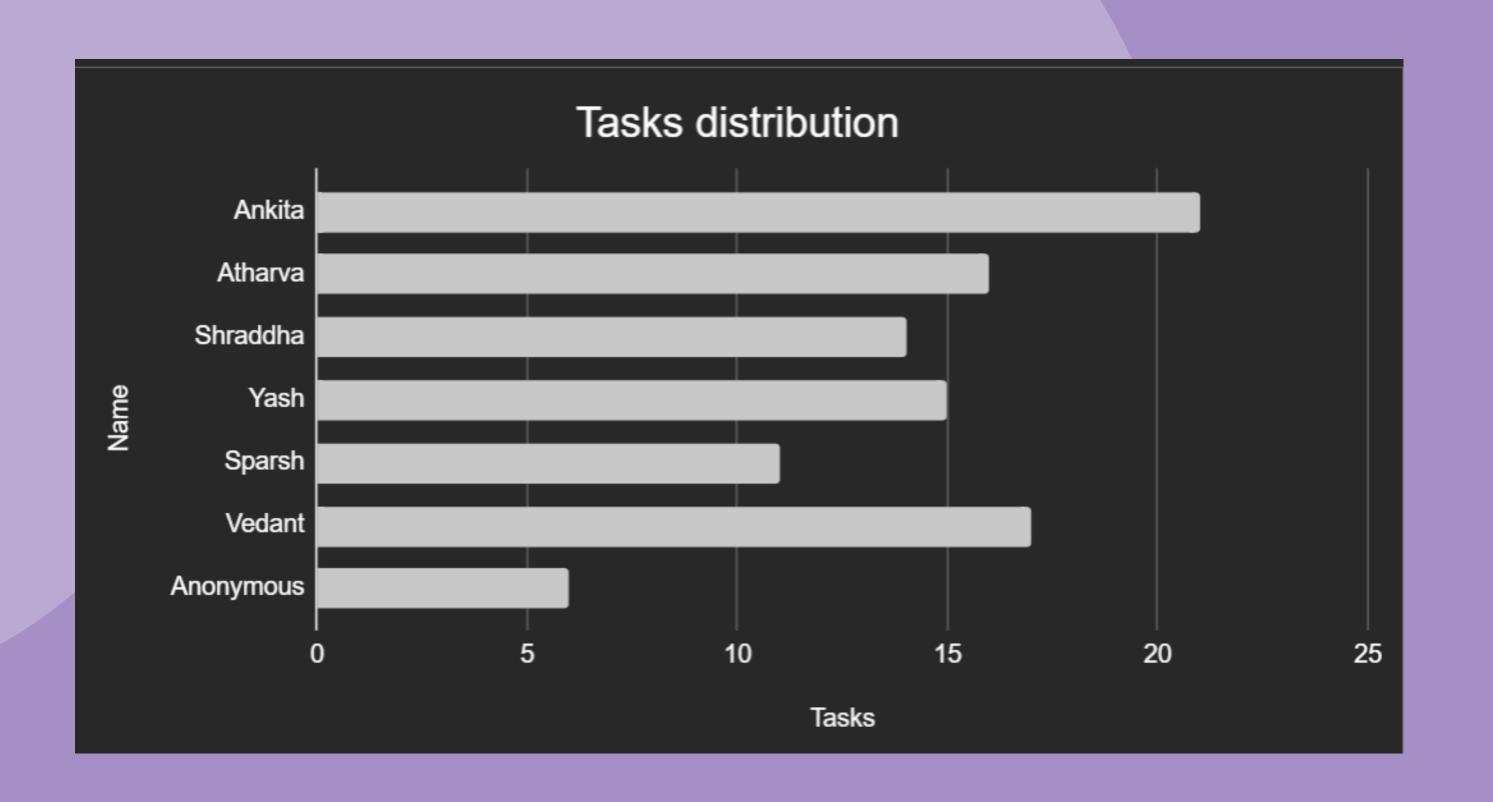## 2) Work distribution (in terms of story points)

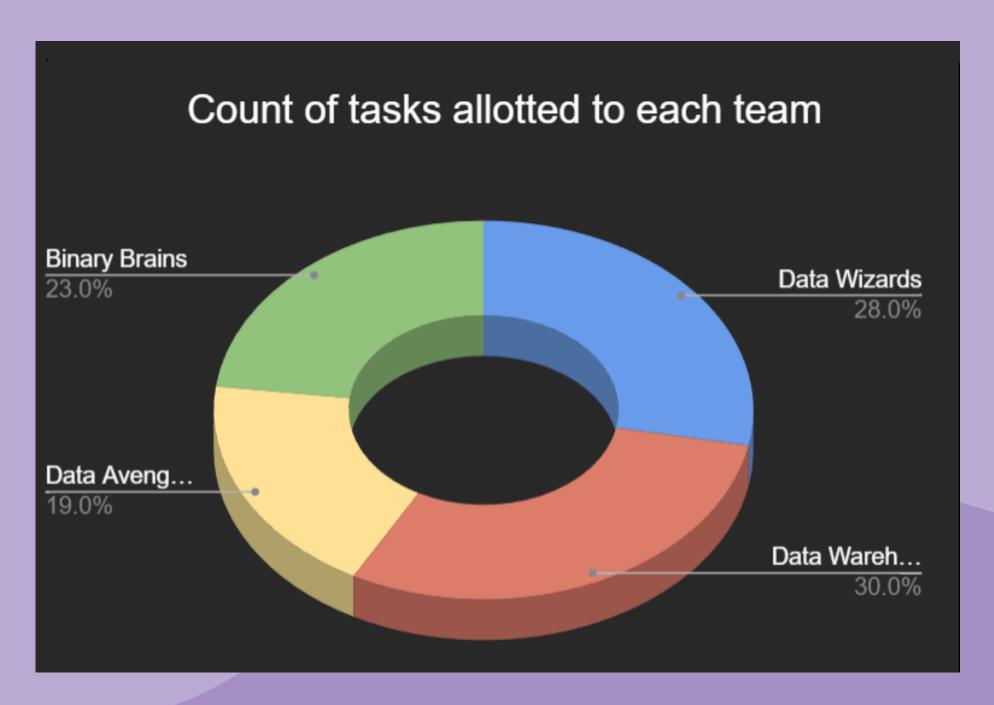| Person-	ALL ▼
Assign to	SUM of Story points (1-->2 hr; 4-->1 day)
Ankita	94
Atharva	57
Shraddha	49
Sparsh	34
Vedant	66
Yash	71

HERE WE CAN OBSERVE THAT ANKITA HAS HIGHER PERCENTAGE OF WORK DISTRIBUTION AS COMPARED TO OTHERS, WHILE SPARSH HAS LESSER PERCENTAGE OF WORK DISTRIBUTION.
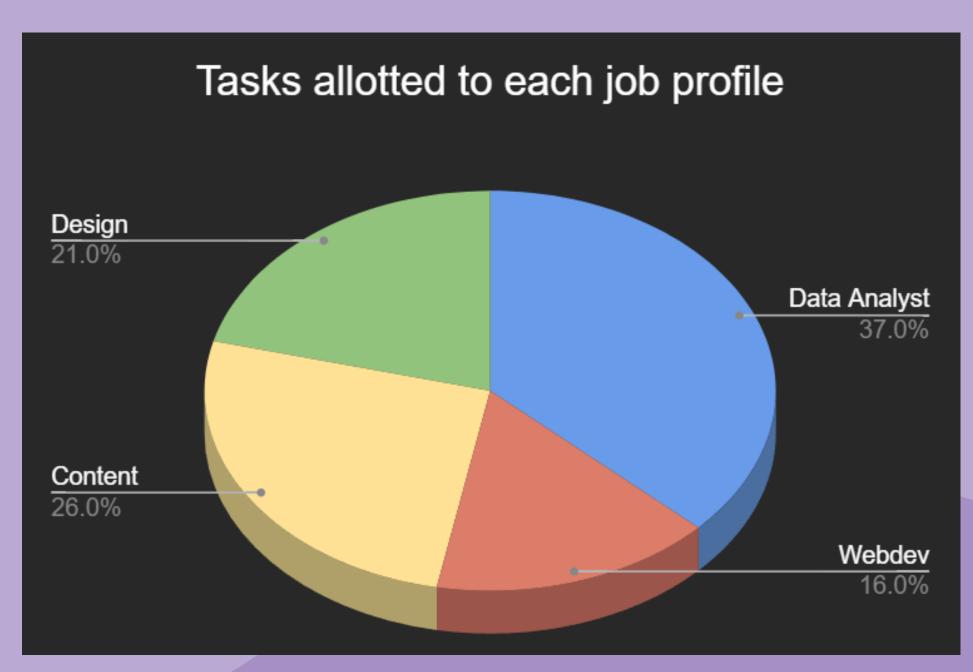
Story points

Vedant 22.0%

Ankita 31.3%

Sparsh 11.3%

Shraddha 16.3%

Atharva 19.0%

TASK DISTRIBUTION

DASHBOARD & ANALYSIS

Count of tasks allotted to each team

Binary Brains
23.0%

Data Wizards
28.0%

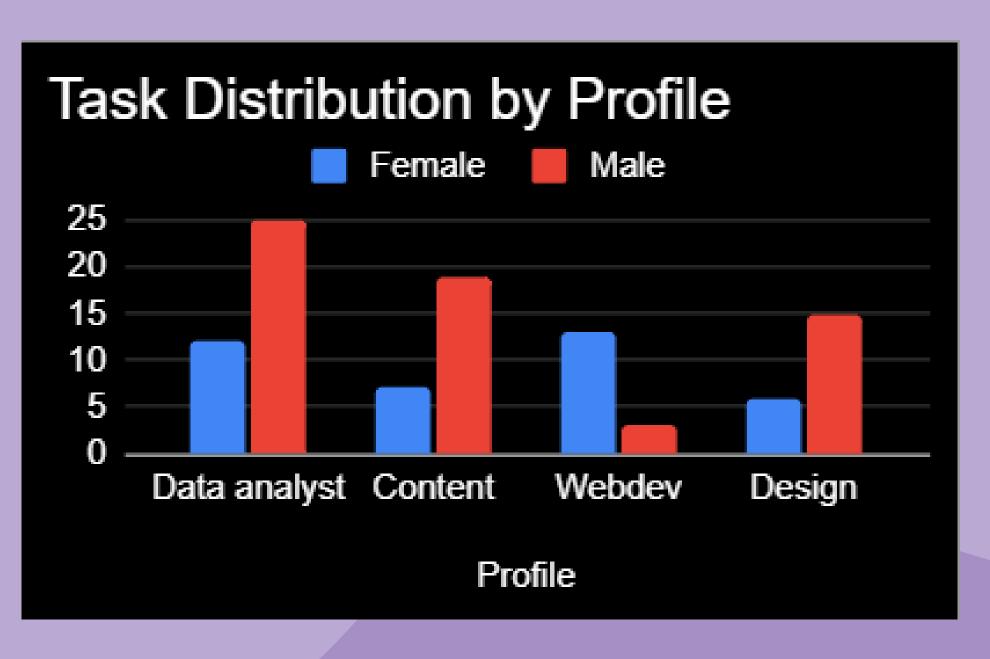Data Aveng...
19.0%

Data Wareh...
30.0%

HERE WE CAN OBSERVE THAT THE TEAM DATA WAREHOUSE HAS BEEN ALLOTED WITH HIGHEST NO.OF. TASKS, WHILE THE TEAM DATA AVENGERS HAS BEEN ALLOTED WITH LESSER NO.OF. TASKS THAN OTHERS.

DASHBOARD & ANALYSIS

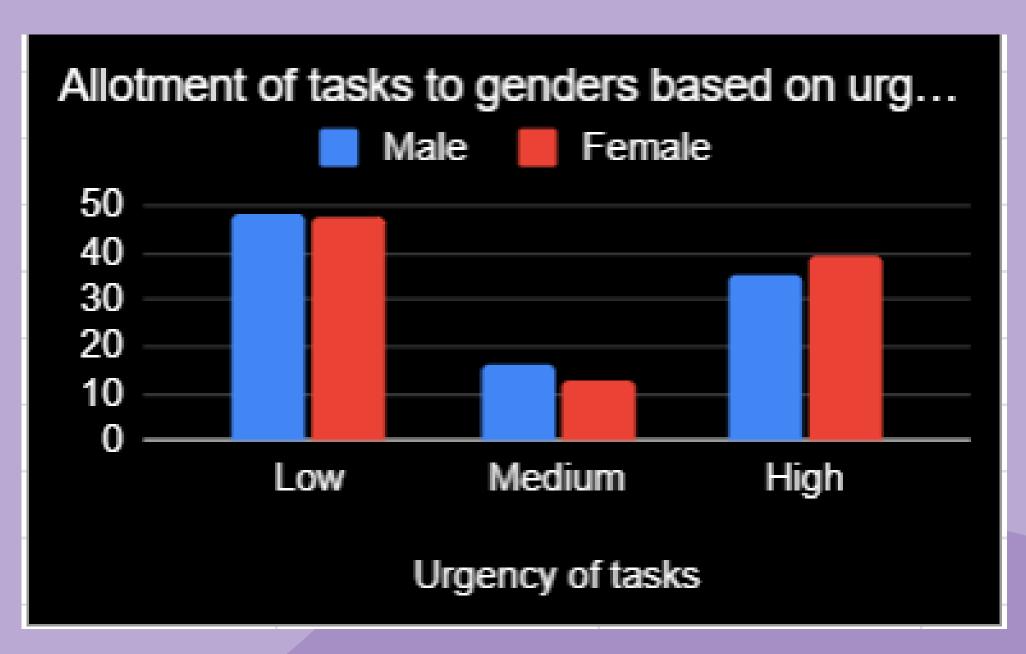
Tasks allotted to each job profile

Design 21.0%

Content 26.0%

Data Analyst 37.0%

Webdev 16.0%

HERE WE CAN OBSERVE THAT THE TASK ALLOTED TO THE DATA ANALYST IS HIGHER THAN OTHERS , WHILE THE TASK ALLOTED TO THE WEBDEV IS LESS THAN OTHERS.

ANALYSIS BY GENDER

Task Distribution by Profile

- AS WE CAN SEE, SINCE *62* OF THE TASKS WERE ALLOTED TO MALES COMPARED TO *38* FEMALE TASKS ALLOTMENTS, IT IS VISIBLE IN PROFILE TASKS DISTRIBUTION

- HOWEVER, IN WEBDEV PROFILE THERE ARE SIGNIFICANTLY MORE FEMALES THAN MALES

- ON ADDING THE GENDERS TO THE DATASET TO MORE INSIGHTS, WE FOUND OUT THAT THERE WERE *62* MALE TASK ALLOTMENTS AS COMPARED TO *38* NOTE: THERE WERE NO NAMES TO BE ALLOTED IN *6* CASES ,SO WE DECIDED TO ALLOTED EACH OF THREE MALES AND FEMALES FOR TASKS DISTRIBUTION.

ANALYSIS BY GENDER
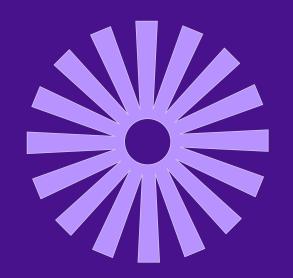

Allotment of tasks to genders based on urg…

- THERE HAS BEEN EQUAL DISTRIBUTION OF TASKS ALLOTED TO GENDERS BASED ON URGENCY OF A TASK

- UPON STORY POINT ANALYSIS, WE SEE THAT THE RATIO OF STORY POINTS TO TASKS ALLOTED IS BETTER FOR FEMALES (*5.73* TO THAT OF *4.89* OF MALES), SUGGESTING THAT THEY ARE MUCH MORE EFFICIENT AND ARE ALLOTED MORE WORKLOAD

CONCLUSION

- The examination of the task dataset provides several significant insights:

- 1. Task Status: A higher percentage of tasks are not started than are completed, indicating a need for better task initiation and progress tracking.

- 2. Person-Wise Distribution: Ankita has been assigned the most duties, while Sparsh has received the fewest, underlining the need for more equitable task distribution.

- 3. Urgency Levels: High-priority activities are rarely started, with team members focusing on less-important tasks, indicating a misalignment in task prioritization.

- 4. Team Allocation: The Data Warehouse team has the most tasks, while the Data Avengers have the fewest, indicating workload inequalities between teams.

- 5. Role-Specific Tasks: Data Analysts are assigned more tasks than Web Developers, showing.

THANK YOU

DASHBOARD LINK :
HTTPS://DOCS.GOOGLE.COM/SPREADSHEETS/D/1KHX4C3Q3CZZ7WVCZGSRFN_HVFF
EMUAH2BIQW8OB3FKK/EDIT?USP=SHARING