**Learning Log: Finish your data analysis checklist**

**Instructions**You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Finish your data analysis checklist](https://www.coursera.org/learn/analyze-data/supplement/ozi7y/learning-log-finish-your-data-analysis-checklist).

| **Date:** <enter date> | **Course/topic:** Course 5: Analyze data to answer questions | | |
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| **Learning Log:** Finish your data analysis checklist | | |
| **Complete your checklist** | Copy and paste your original checklist and complete it with the specific steps and tasks you want to add. For example:  **Ask**   * State the problem. * Our statement of the problem is our focus. * Try to see the bigger picture! * Never set the sail alone!     **Prepare**   * What metrics to measure? * What factors should be taken into account? * Where is the data located ? * If the data will be moved, how it will be stored and what are the needed security measures to protect that data.     **Process**   * Using proper tools to find incorrect and incomplete data. * Removing inconsistencies in data. * Identifying whether your data is biased.     **Analyze**   * Performing different calculations to get additional metrics. * Combining additional data attributes from a variety of sources to get a more comprehensive story. * Create different views for the data. Like tables with your results, filter and pivot them. * Make it visual if possible! Charts tell more than a thousand words.     **Share**   * Making better decisions. The feedback will help to answer the questions that initially were not thought of. * Making more informed decisions. Feedback will not be merely critic, but also suggestions and additional information on the matter. * Improve the general outcome. From one angle, the decision will most likely be more informed and better, but also the transparency will grant that there is more support to the findings.   **Act**   * How can the feedback received during the sharing phase (step 5) be used to meet the stakeholder’s needs and expectations? * What potential solutions to the outlined problem could there be? * Is this problem worth solving? (Yes, that is also a potential outcome)   Process Phase  Step X: Cleaning data   * Is each variable one column? * Is each observation one row? | | |
| **Reflection:** | Write 3-5 sentences (60-100 words) responding to each of the following questions: | | |
| **Questions and responses:** | * Review your checklist and compare it to the tasks and activities related to this course. How is your checklist similar to or different from the organization of the course?   The checklist follows 6 steps of the Data Analytics process that are Ask, Prepare, Process, Analyze, Share and Act. Then further it ask questions under each step and intends to find answers to such questions.   * How does creating a checklist help you develop your data analysis skills?   *It requires me to think on all the stuff back to the first course and wants me to remember this amazing stuff.*   * How will your checklist help you analyze your own data?   *If I do the analysis without a checklist, being a beginner it's certain that I might not remember all of them or even forget the processes.*   * What else could you use your checklist for?   *I’d not like to answer that lol* | | |