

Assessment: Project Team

Instructions:

- Please complete the following tasks.
- Use clear and concise language in your responses.
- Feel free to reach out if you have any questions.

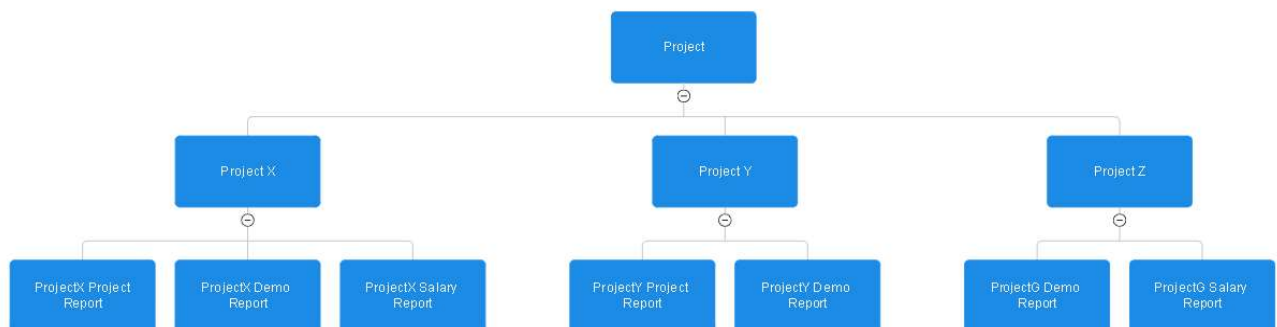
Task 1: Document Management

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

Solution:



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

Answer: Total effective working hours to finish the task including Quality Check: 208.33 days.

Total effective working hours to finish the task excluding Quality Check: 138.89 days.

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

Answer: Total number of annotators required to accomplish the task in 10 days: 4

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

Answer: Estimated delivery date to deliver the project to the client with extra annotators: 2024-04-18.

Task 3: Communication skills

Write an email describing the justified reasons for the time taken to complete the annotation task

The Email:

Subject: Justification for Annotation Task Duration

Dear Sir,

I hope you are doing well as you read this email. I would like to clarify when the most recent annotation task is supposed to be finished.

The assignment was quite challenging because of the convoluted nature of the dataset, which required careful examination and in-depth analysis. In addition, unanticipated challenges such as technical malfunctions and ambiguities in the dataset added to the extended timeframe.

Our first priority was maintaining the highest possible standards of quality, with accuracy taking precedence above speed. This required a careful analysis of every data point, guaranteeing the highest level of accuracy all along the way. Furthermore, we meticulously calibrated our resource allocation method to maximize efficiency while adhering to the previously specified requirements.

I want to sincerely thank you for your understanding and patience during this project.

Best regards,
Sourav Golder

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
2. You have missed a delivery deadline for an ongoing batch
3. A batch that you will have to deliver tonight
4. A new batch has arrived from the sales team and you need to do the DEMO

Answer: Priority order for smooth execution of tasks:

1. A batch that you will have to deliver tonight
2. You have missed a delivery deadline for an ongoing batch
3. Feedback arrived on a particular batch you delivered earlier
4. A new batch has arrived from the sales team and you need to do the DEM