Learning Log: Finish your data analysis checklist

Overview

In a previous learning log, you started creating a high-level data analysis checklist. Now, you'll complete that checklist with more detailed steps. By the time you complete this activity, you will have an in-depth data analysis checklist to help keep you organized during analysis projects. As a data analyst, staying organized will ensure that you don't make any mistakes or miss any steps-- saving you time and effort!

Complete Your Checklist

The high-level outline of your checklist was based on the phases of the data analysis process: **Ask, Prepare, Process, Analyze, Share,** and **Act**.

Now, you can fill in each step of your high-level checklist with detailed substeps. For example, for the Process phase, you probably have a step for cleaning data. You might break this step down to include detailed substeps such as checking that each variable is one column and that each observation is one row.

You could create a step in your checklist like this:

Process Phase

Step X: Cleaning data

- Is each variable one column?
- Is each observation one row?

This example takes a high-level data analysis task like cleaning data and breaks it down into more specific steps. Ultimately, you get to decide how detailed you want your checklist to be and which specific steps to include. This is meant to be a useful tool for you, so you can customize it however you want!

You might not know how to break down every phase of the data analysis process. Here are a few questions that you can consider as you think about it:

- What are the high-level steps you need to take? How can the phases of analysis help you organize the whole process?
- What specific details are necessary to complete these high-level steps?
- How can you simplify each step as you go? Are there any shortcuts that can help you?
- Are there any steps you might be most at risk of forgetting? If so, how can your checklist remind you to complete these steps?

You can always adapt and add to your checklist as you have new ideas or as your project needs change.

In the learning log template linked below, copy and paste your original checklist and complete it with the specific steps and tasks you want to add.

Access your learning log

To use the template for this course item, click the link below and select "Use Template."

Link to learning log template: <u>Finish your data analysis checklist</u> ⧉

OR

If you don't have a Google account, you can download the template directly from the attachment below.

📎 **Learning Log Template_ Finish your data analysis checklist**
DOCX File

Reflection

When you're finished, reflect on the process of creating your checklist and its possible uses. Please write 3-5 sentences (60-100 words) in response to each question.

- 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?
- How does creating a checklist help you develop your data analysis skills?
- How will your checklist help you analyze your own data?
- What else could you use your checklist for?

When you've finished your entry in the learning log template, make sure to save the document so your response is somewhere accessible. This will help you continue applying data analysis to your everyday life. You will also be able to track your progress and growth as a data analyst.

Mark as completed

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