**VBA Macro and Documentation Assignment – 50%**

Your team of analysts has been asked to develop an annual internal report for management which will allow them to guide business decisions. Management wish for a comparative analysis between predictions and actual figures on a monthly basis. Management wish to obtain information relating to sales, deliveries and payments which will allow them to streamline operations. The report is expected to be distributed in January of a new year once actual figures from the previous year have been included and new predictions have been extracted. Data found in the ‘data’ folder on moodle has been provided to you.

**Management have provided you with the following project specifications:**

1. Load in appropriate data to conduct the below analysis. Add/Delete data as appropriate. Open/Close workbooks automatically.
2. Determine how likely deliveries are to be on time based on office location (current delivery SLA is 6 days).
3. Present suitable comparative monthly figures based on office location (including some probability of your choice) using a variety of methods relating to sales and payments. In a textbox, interpret the results briefly and justify the chosen method.
4. Compare your probability findings from tasks 2 and 3 above in previous years to most recent actual figures.
5. Provide a summary dashboard as the first sheet in the submitted workbook.
6. Develop a VBA macro(s) to automate the above tasks. Please ensure your VBA submission is created in a dynamic fashion allowing for the data range supplied for analysis to change year on year.
7. Write appropriate documentation allowing others to run the macro.

**Learning Outcomes Assessed:**

A screenshot of a computer

Description automatically generated

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| **Grading Breakdown** | **Marks** |
| Task 1 | 5 |
| Task 2 | 15 |
| Task 3 | 15 |
| Task 4 | 20 |
| Task 5 | 5 |
| VBA comments | 5 |
| Macro Functionality | 20 |
| Suitability of Macro | 15 |
|  | 100 |