1.Access IBM Cognos:

Ensure that you have the necessary access to IBM Cognos, which may involve having the right permissions and login credentials. Access Cognos through a web browser.

2.Connect to Your Data:

IBM Cognos typically allows you to connect to various data sources. You'll need to configure a connection to the data source you plan to analyze. This can be a database, spreadsheet, or other data storage.

3.Data Exploration and Preparation:

Once connected to your data source, explore the data to gain a better understanding of its structure. Identify any potential data quality issues, such as missing values or outliers.

Perform data cleaning and transformation as necessary. This might involve filling missing values, converting data types, or aggregating data.

4.Create Reports and Dashboards:

Use the Cognos interface to create reports and dashboards. Select the appropriate chart types and visualization elements for your data. Common chart types include bar charts, line charts, pie charts, and tables.

Build reports that present data in a clear and meaningful way. Ensure that your reports are structured logically and are easy to interpret.

5. Add Interactivity:

Enhance your reports and dashboards by adding interactive elements. These might include filters, prompts, and drill-through options.

Interactivity allows users to explore the data on their own and gain insights.

6.Design Data Visualizations:

Pay attention to the design of your visualizations. Choose appropriate color schemes, labels, and legends to make your visuals easily interpretable.

Make sure that your visualizations adhere to best practices for data visualization.

7.Create Calculations and Aggregations:

IBM Cognos offers a range of tools for creating calculations and aggregations. These can help you derive meaningful insights from your data.

Create custom calculations as needed for your project, and aggregate data to answer specific questions.

8.Schedule and Automate Reports:

IBM Cognos allows you to schedule report generation and distribution. Set up automated schedules to ensure that stakeholders receive the latest data and insights regularly.

9.Document Your Analysis:

Document your analysis process, including details about the data sources, methodology, and any assumptions or limitations.

Use annotations and comments within your reports to provide context and explanations for the visualizations.

10.Export and Share:

Export your reports and dashboards in different formats such as PDF, Excel, or CSV. You can also share them directly through the IBM Cognos platform.

Consider the preferences of your audience and stakeholders when choosing the format for sharing.

11.Collaborate and Share for Assessment:

If your project is for assessment, collaborate with your assessors by sharing access to the specific reports and dashboards you've created in Cognos.

Make sure to provide clear instructions on how to access the shared content.

12.Prepare a Documentation Report:

In addition to the Cognos reports, create a separate documentation report. This document should provide an overview of your project, the data analysis process, the rationale behind your visualizations, and any key insights you've derived.

13.Share the Documentation:

Share the documentation report with your assessors using the method specified by your institution or project supervisor. This could involve sending it via email or using a file-sharing platform.

It's essential to follow any specific guidelines or requirements provided by your educational institution or project supervisor when using IBM Cognos for analysis and when sharing your work for assessment. Adapt the steps above to meet the unique needs and objectives of your technology project.