

# Data Process Document

This is a step-by-step process by which we will gather data for the Blue Devil Market project. In most cases, all students should be outside the market, but they may occasionally come in to see a spot that is not visible from the outside. Ideally, there will be three students collecting data at a given time however there may be only one or two students.

## Steps

1. Grab a data collection sheet.
2. One student should watch from the left-hand window (if height allows) while the other students watch from the area in front of the entrances (Closer to the tables and the pillar so that you do not interfere with customers entering/exiting).
3. Determine which customer you will watch through their time in the Blue Devil Market.
4. Once you have a customer note the following data on the data collection sheet
  - a. Customer Number - Just numbering the data points
  - b. Store Time In - When do they enter the Blue Devil Market
  - c. Number of Items - How many items are they bringing to the register
  - d. Check Out Queue Size A - How many others are in the left-hand register line when your customer enters the line.
  - e. Check Out Queue Size B - How many others are in the right-hand register line when your customer enters the line.
  - f. Check Out Time In A - When does the customer in line A reach the register.

- g. Check Out Time In B - When does the customer in line B reach the register.
  - h. Check Out Time Out A - When does the customer in line A leave the register.
  - i. Check Out Time Out B - When does the customer in line B leave the register.
  - j. Store Time Out - When does the customer leave the store.
  - k. Note - Any other pertinent information for that customer, ideally to help determine outliers.
- 5. Repeat steps 3 and 4.
  - 6. Upload all data to the master Excel sheet.