



Learning Log: Start a data analysis checklist

Instructions

You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Start a data analysis checklist](#).

Date: <enter date>	Course/topic: Course 5: Analyze data to answer questions
	Learning Log: Start a data analysis checklist
Create your checklist	<p>Start a high-level checklist of tasks you need to complete during analysis using the steps you have already learned:</p> <p>Ask</p> <ul style="list-style-type: none">• Understand business problem• Ask Questions related to problem statement• <p>Prepare</p> <ul style="list-style-type: none">• Collect the data as per need• Organize and protect data• <p>Process</p> <ul style="list-style-type: none">• Test data• Clean data• Create and transform data <p>Analyze</p> <ul style="list-style-type: none">• Use tools and format data• Sort and filter data• <p>Share</p> <ul style="list-style-type: none">• Understand visualization• Bring data to life



	<ul style="list-style-type: none">• Act <ul style="list-style-type: none">• Apply your insights• SOLve problems
Reflection:	Write 3-5 sentences (60-100 words) answering the following questions:
Questions and responses:	<ul style="list-style-type: none">• Did making a checklist help you better understand the data analysis process? Yes• How can you adapt your checklist to fit each new project? <i>By following each step in the check list so in every step we can give good results.</i>