**ETL Report Guide**

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ETL Process Date

**Introduction**

Set the stage. Introduce the problem that you are trying to solve. Identify sources of data. Describe why the data needs to be transformed.

**Data Sources**

Where did you find your data? When did you access it? Cite your sources here. Use proper citation here, using the APA format.

**Extraction**

Where did you get the data from? How did you get the data? What format is the extracted data? What steps were taken to extract the data? Be sure to number steps when the order matters.

**Transformation**

Did you use all of the data you extracted as-is? Did you remove columns? Did you change columns’ names? Did you change your column formats? What steps were taken to get the data in a form that you could use it? Be sure to number steps when the order matters.

Since your end goal will be to load your data in SQL Server, include table mappings that identify the source data and its destination.

**Load**

If you were to load your transformed data into a SQL database, what steps would you take to make that happen? Be sure to number steps when the order matters.

**Conclusion**

Wrap it up here.