Conestoga College

School of Applied Computer Science & Information Technology

PROG8630 – Dashboard Proposal

Industry/Company

Thomas Edison

Benjamin Franklin

John Forte

Jan 21, 2023

**Abstract**

An abstract is a summary of the paper. It covers the Big Ideas of the report. Think of it as a media report summarizing the report. Naturally, when doing your outline, you may not have full information yet, so add comments about what might be added in the final report.

For more information on what an abstract is, and how you could start writing one, please read these helpful resources:

<https://lib.conestogac.on.ca/writing-services/abstracts>

<http://www.mit.edu/course/21/21.guide/abstract.htm>

For your proposal, your abstract will be very short. As you progress through your project, you can add to you abstract and you final report will have an abstract of ~ two paragraphs.

**Table of contents**

Insert your table of contents here. For the report outline you need to have at least the main sections and subsections for your report here. In your proposal, the table of contents will be quite short because you will only have a few sections.

For more information on making a table of contents please see this:

<http://www.mit.edu/course/21/21.guide/contents.htm>

You may also want to refer to your word processing software’s documentation on how to generate a table of contents - for Microsoft Word refer to this document:

<https://support.office.com/en-ie/article/insert-a-table-of-contents-882e8564-0edb-435e-84b5-1d8552ccf0c0>

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# Introduction

In this section, you should introduce your main topic. Specifically, you should outline the industry and company that you will be covering as well as the purpose of your dashboard.

# Departments

In this section you will be identifying each department your dashboard will cover (for example, Human Resources, Sales, Finance and Operations). In each section below, you should begin by briefly describing what each department does and then identifying the major questions your dashboard will answer for that department. In that section you should also identify the four KPIs (Key Perfomance Indicators) you will be showing in your dashboard. Each KPI should include specifically how it will be calculated.

Please refer to the links shared in class to get you started on departments and KPIs

## Department 1

In this section you will be describing what the first department does (your heading should be changed to the name of the department).

Additionally, you should identify the major questions you will be answering for this department (i.e. why does the dashboard exist?) and specify four main KPIs you will show. Each KPI needs to have a brief description and show precisely how it should be calculated.

For example:

**Inventory Turns**

Inventory turns help identify how long, on average, it takes a company to sell a product once they have purchased it and added it to their inventory.

In our dashboard, we will be showing annual (12 month) turns using the following calculation:

## Department 2

## Department 3

## Department 4

# Data Source and Data Model

At this stage you will probably not know precisely what you data model should will look like or where you will get your data (simulated or actual). So, in this section, you should list all the data you will need in order to calculate the KPIs in the previous section. This will help guide you as you select and choose your data.

# Proposed Allocation Project Team Roles

This is the section for you to outline ‘who does what’ in your team and how they do it. Normally, projects work best when individuals take primary responsibility for certain areas (e.g. Write Up, Design, Data acquisition, etc). At this stage, it is alright to not have a detailed ‘job description’ for but a general idea is important.

Additionally, this is a section to discuss how your team will communicate and meet to get the work done (e.g. schedule, timeline, etc.).

This section exists to make sure you have, as a team, discussed and agreed on how you will get the work completed.

# Bibliography

Recall our discussion in class of references and bibliographies.

Please refer to information here to correctly cite your references:

[Home - APA @ Conestoga - Library Services at Conestoga College](https://lib.conestogac.on.ca/apa-conestoga)

Some more background and information on citations:

<http://www.mit.edu/course/21/21.guide/csxlr.htm>

More citations are a good thing - it shows the instructor how much research you put into learning and obtaining material, protects you from plagiarism concerns (you are acknowledging where you learnt what you wrote in the report), and makes your work more credible. As always, consider the sources of your material.

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Additionally, there are workshops on citing correctly (and other writing topics) offered by Conestoga Library.

<https://lib.conestogac.on.ca/writing-services/writing-workshops>

<https://conestoga.campuslabs.ca/engage/event/152953>

<https://conestoga.campuslabs.ca/engage/event/152616>

If you have questions, ask!

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