

## Group 17

### Deadline

31 Mar 2023

### Work Breakdown Structure

Milestones	Task	Start	End	Estimate (days)	Responsible	Status	Notes
Prep Work							
	Communications (Discord)	11 Mar 2023	11 Mar 2023	1	Fritz	COMPLETED	Discord Server: RF_GP2
	Workspace (OneNote / OneDrive)	11 Mar 2023	11 Mar 2023	1	Fritz	COMPLETED	Refocus GP2 Group 17 (Workspace) <a href="https://1drv.ms/u/s!AqWBHGRhMXJTgvlG-A1ic-6zy0g8GA?e=YtLoid">https://1drv.ms/u/s!AqWBHGRhMXJTgvlG-A1ic-6zy0g8GA?e=YtLoid</a>  Refocus GP2 Group 17 (OneDrive) <a href="https://1drv.ms/f/s!AqWBHGRhMXJTgvlqhKVXhqcZBsUUHg">https://1drv.ms/f/s!AqWBHGRhMXJTgvlqhKVXhqcZBsUUHg</a>  Discord Server: <a href="https://discord.gg/9fM74Auv">https://discord.gg/9fM74Auv</a>
	Power BI Service Trial See page: <a href="#">Power BI Free Trial</a>	11 Mar 2023	11 Mar 2023	1	Fritz	COMPLETED	To revisit once we will do Power BI
	<a href="#">Members Info</a>	11 Mar 2023	11 Mar 2023	1	All	COMPLETED	Members Info
	Regular Sync Up Calendar				Fritz	ONGOING	7 PM - T, Th, Sat  Fritz to send calendar invite/link  Ad Hoc meetings either via Discord General Voice Channel or MS Teams
Business Understanding							
	Project Brief  Business Understanding Document / Problem Section of the Main Report					COMPLETED	Reference: PDF Report Refocus' Business Understanding Guide Questions  See: Marni's document on OneDrive Business_Understanding_-_Draft.docx
Data Cleaning							
	SQL Codes -Create Database (optional) -Create Schema -Create Tables -Import Data -Data Cleaning	22 Feb 2023	14 Mar 2023		Fritz	COMPLETED	See OneDrive for sql files:  01_GP2_SQL_Script_create_schema_table_import_csv.sql 02_GP2_SQL_Script_prechecks_cleanup.sql 03_GP2_SQL_Script_analysis.sql 04_GP2_SQL_Script_duplicates_outliers.sql
	Initial Data Check				All	COMPLETED	Data cleaning notes - <a href="#">Data Cleaning</a>  Note: everyone agrees with the data cleaning notes as we discuss the SQL scripts in a meeting
	Check for outliers				All	COMPLETED	Outliers Removed late > 2 hours, but in Power BI  Note: everyone agrees that outliers is the late > 2 hours and will be removed in Power BI (filter the visualization), not remove in data set
Data Analysis							
	Initial Data Analysis  Enumerate required DAX metrics Attempt to user visualization				Fritz, Francis, Rommel, Marni	COMPLETED	<a href="#">DAX Codes / Calculated Metrics</a>
Data Visualization							
	Graphs for the written report				Alicia, Marni	COMPLETED	See Written Report

	Graphs for the presentation				Fritz, Rommel, Francis, Marni, Alicia	COMPLETED	See Written Report
Final Presentation							
	Power BI File (1 dashboard per question)				Fritz, Francis, Rommel, Marni, Alicia, Mike	COMPLETED	Dashboard 3: User ID - undisciplined, but still have many favors like leaves  Top 5
	Presentation (PDF)				Marni, Alicia	COMPLETED	PPT  See PPT file
	Recorded video presentation -all group members -10 -15 minutes				All	COMPLETED	Intro (2 min) -Background of the problem, facts about data set Alicia <link(s) here>  -Methodology Marni <link(s) here>  Dashboard 1 (2 min) -Discuss Findings Rommel <link(s) here>  Dashboard 2 (2 min) -Discuss Findings Michael <link(s) here>  Dashboard 3 (2 min) -Discuss Findings Francis <link(s) here>  Insights & Recommendations (2 min) -Reco 1 -Reco 2 Fritz take 1 <a href="https://www.loom.com/share/965a21bbc63e40dc9ba8d54fe7f1c3f8">https://www.loom.com/share/965a21bbc63e40dc9ba8d54fe7f1c3f8</a> take 2 <a href="https://www.loom.com/share/a6435731bc9d42ccbdf721cce26d772e">https://www.loom.com/share/a6435731bc9d42ccbdf721cce26d772e</a> take 3 - I think this is better <a href="https://www.loom.com/share/414eab4e3c77413196d1d3b0b2f96734">https://www.loom.com/share/414eab4e3c77413196d1d3b0b2f96734</a>
	Video Editing				Mike, Marni, Alicia	PENDING	Upload final video presentation in OneDrive
	Link to your group workspace				Fritz	COMPLETED	Add each members Create read only links for mentors/CM access  OneNote <a href="https://1drv.ms/u/s!AqWBHGRhMXJTgvlG-A1ic-6zy0g8GA?e=YtLoid">https://1drv.ms/u/s!AqWBHGRhMXJTgvlG-A1ic-6zy0g8GA?e=YtLoid</a>  OneDrive <a href="https://1drv.ms/f/s!AqWBHGRhMXJTgvlqhKVXhqcZBsUUHG">https://1drv.ms/f/s!AqWBHGRhMXJTgvlqhKVXhqcZBsUUHG</a>
	Documentation / Written Report  Word & PDF report on the issue Recommendations				Marni, Fritz, Rommel, Francis, Alicia	COMPLETED	See Written Report  Problem Methodology Findings -written insights -overall situation with client disputed  -Department level, show the chart -User ID/Employee level -Peaks on leave request / tardiness

						<p>Recommendation</p> <p>Visuals</p> <p>-**Research Indonesian Medical Field &amp; HR best practices, policies</p> <p>*see Project Brief</p> <p>Research</p> <p><a href="https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/managingemployeeattendance.aspx">https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/managingemployeeattendance.aspx</a></p> <p><a href="https://www.hrhelpboard.com/hr-policies/attendance-policy.htm">https://www.hrhelpboard.com/hr-policies/attendance-policy.htm</a></p> <p><a href="https://wheniwork.com/blog/how-to-deal-with-employee-absenteeism">https://wheniwork.com/blog/how-to-deal-with-employee-absenteeism</a></p>	
	Processed data file in Excel				Fritz	COMPLETED	Pre-Cleaning in Excel
	SQL Codes				Fritz	COMPLETED	SQL Codes done in PostgreSQL
Final Review							
	Review Deliverables Uploaded				All	PENDING	<p>Amend files with the latest version</p> <p>File Name Convention</p> <p>GP2_Batch4_Grp17_Reyes_01-WrittenReport.PDF</p> <p>GP2_Batch4_Grp17_Reyes_02-PowerBI.pbix</p> <p>GP2_Batch4_Grp17_Reyes_03-VideoPresentation.mp4</p> <p>GP2_Batch4_Grp17_Reyes_04-LinkToWorkspace.txt</p> <p>GP2_Batch4_Grp17_Reyes_05-SupportingFiles.zip</p> <p>A PDF with your report on the issue.</p> <p>A .pbix file with three dashboards.</p> <p>A recorded video presentation of your project.</p> <p>A Google Doc with your group workspace.</p> <p>Generate share link</p> <p><a href="https://drive.google.com/drive/folders/1gOcF9Nr8sYsGAQRJAmxBrXAI9G8YpNPP?usp=sharing">https://drive.google.com/drive/folders/1gOcF9Nr8sYsGAQRJAmxBrXAI9G8YpNPP?usp=sharing</a></p> <p>-</p>
	Self-Assessment				All	PENDING	<p>Simulate grading system and potential score - conservative approach</p> <p>Simulator Excel File updated</p> <p>Enter conservative values</p>
	Upload in Thinkific				All	PENDING	Either upload a zip copy of files or a word document where a share link is listed to download the files
	Evaluate Your Group Members				All	PENDING	Thinkific Platform

Amend the final files in "Deliverables" folder In OneDrive

C:\Users\friz\OneDrive\Refocus_2022\RF_GP2						
Name	Size	Auto	Modified	Type	Att...	
..			3/27/2023 3:26:23 AM	File folder		
_bak			3/22/2023 10:49:59 PM	File folder	A	
_grading simulator			3/25/2023 8:10:24 PM	File folder	A	
_pictures			3/24/2023 9:57:10 AM	File folder	A	
_reference			3/17/2023 6:57:32 PM	File folder	A	
_resources			3/26/2023 12:08:25 PM	File folder	A	
<b>Deliverables</b>			3/25/2023 8:30:26 PM	File folder	A	
Files_Problem_Set			3/18/2023 11:34:58 PM	File folder	A	
Meeting Notes			3/21/2023 9:57:24 PM	File folder	A	
PowerBI			3/22/2023 7:14:31 PM	File folder	A	
Pre-Cleaning using Excel			3/11/2023 6:44:30 AM	File folder	A	
Presentation			3/27/2023 5:32:58 AM	File folder	A	
SQL Codes			3/14/2023 8:55:37 PM	File folder	A	
01_GP2_Main Report.docx	3.10 MB		3/27/2023 3:26:23 AM	Microsoft Word Doc...	A	
Business_Understanding_-_Draft.docx	694 kB		3/22/2023 11:35:41 AM	Microsoft Word Doc...	A	

As for the last one which is about the requirements, it's still the one I sent you which are the 4 files namely:

1. PDF
2. PBIX Dashboard
3. Link to the workspace
4. The actual presentation

<https://import.cdn.thinkific.com/570661/courses/1838537/RefocusHowtopresentyourGP2-221118-121145.pdf>

I think the confusion here is that the assessment criteria is thought to be the one that the group will have to hand over. However, the assessment criteria in 2.9 is meant to give you visibility on what the reviewers of the project will look for or focus on.

## Calendar - MAR 2023 | Weekly Tasks

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 Project Briefing	11 1st Meeting
12 Initial Data Analysis Insights	13	14 Sync Up	15	16 Sync Up	17 Live Session	18 Data Analysis Dashboard Written Report (PDF)
19 Start Recording	20	21 Sync Up	22 Ad Hoc Meeting Dashboard 3	23 Sync Up Finalize Dashboard 3 Presentation Written Report	24 Ad Hoc Meeting/Updates Finalize Dashboards Written Report Presentation	25 Sync Up Scripts for presentation
26 Scripts Recording Deadline	27 Recording Deadline Upload recording in OneDrive	28 Video Editing Sync Up Final Review	29 Submission Target	30 Sync Up	31 Deadline	

## Group Lead Checklist

Task	Status	Notes
Make sure all of your group members know that they are in your group	COMPLETED	Members Info
Create a private group chat to keep in touch with your group members	COMPLETED	Discord Server: <a href="https://discord.gg/9fm74Auv">https://discord.gg/9fm74Auv</a>
Organize a meeting with your group members and decide which workflow you are going to follow		<p>Choose a framework.</p> <p>There are two ways to do this: either you split the tasks equally between teammates, or you work together on each stage of the project.</p> <p>When you split tasks equally, each group member is responsible for their individual part of the whole project. Everyone completes their part, then all members put all their parts into a single consistent report. If you choose this framework, make sure at the end that your logic flow makes sense and the formatting is universal across the board.</p> <p>When you work together on each stage of the project, you have to decide at the beginning how to qualify each stage and which tasks need to be done before moving on to the next one. You then need to organize regular group meetings to work on these tasks together.</p>
Create a group workspace and make notes about your first meeting	COMPLETED	
Fill in the form about your group and share your workspace link on the Project Assignment chat on Discord	COMPLETED	