Assessment: Project Team

Instructions:

- Please complete the following tasks.
- Use clear and concise language in your responses.
- Feel free to reach out if you have any questions.

Task 1: Document Management

You have been provided with a set of documents related to a fictional project. Your task is to organize these documents into a logical folder structure. Please create a hierarchy that is easy to navigate and reflects a systematic approach to document management.

List of Documents:
- ProjectX Demo Report
- ProjectY Project Report
- ProjectX Salary Report
- ProjectG Demo Report
- ProjectG Salary Report
- ProjectY Demo Report
- ProjectX Project Report

Task 2: Controlling Annotation Job/Task

Suppose, you have been assigned a dataset that consists of 100,000 images on 02 February, 2024. The dataset has 3 different classes Bounding Box, Polygon and Keypoint with individual annotation benchmarks 10, 15 and 5 seconds and Quality Check benchmarking 5, 7 and 3 seconds. Every single image has 1 object of each class on average. Also, the estimated total effective working hours of an annotator is 6 hours a day. Now, how would you identify the following things,

1. The total effective working hour to finish the task including and excluding the Quality Check
   Answer:
2. The total number of annotators required to accomplish the task **in 10 days**
   Answer:
3. Identify the estimated date to deliver the project to the client **if you have got extra 5 annotators from HR (exclude off-days).**
   Answer:

Task 3: Communication skills
Write an email describing the justified reasons for the time taken to complete the annotation task 2.

Task 4: Time Management
Order the below-mentioned tasks according to the priority for the smooth execution of the task/project **(High to low)**
1. Feedback arrived on a particular batch you delivered earlier
2. You have missed a delivery deadline for an ongoing batch
3. A batch that you will have to deliver tonight
4. A new batch has arrived from the sales team and you need to do the DEMO