# CHANGE LOG DOCUMENTING DATA CLEANING PROCESS FOR MAKAIS TENDER TRACKER

There are 7 separate worksheets(tables), each containing one year's worth of records, embedded in the GENERAL TENDER(Main) UPDATED database

I cleaned out each worksheet one after the other sequentially, establishing a routine and applying it to all other worksheets.

My cleaning process is arranged in descending order and separated into versions for future reference.

## WORKSHEETS

- MAJOR TENDER STATUS 2024
- MAJOR TENDER STATUS 2023
- MAJOR TENDER STATUS 2022
- MAJOR TENDER STATUS 2021
- TENDER STATUS 2020
- MAJOR TENDER STATUS 2019
- MAJOR TENDER STATUS 2018

## KEY ACTIONS

- CHANGE FORMAT (RE FORMATTED): Changed data type of a column
- ADDED: Added new column
- DELETED: Removed a column, cell or an entire worksheet
- RENAMED: Changed column name or some of its inputs
- VERIFIED: Cross referenced cell, column or worksheet content with other sources
- REASSIGNED: Changed and streamlined the contents of a selected columns

## VERSION 2.1.1 (21/01/2025)

1. RENAMED
   a. BID DESCRIPTION to TENDER DESCRPTION, BID DURATION to TENDER DURATION and TENDER STATUS to BID STATUS for all the years in the database in line with industry standard terminology.

## VERSION 2.0.1 (18/01/2025)

MAJOR TENDER STATUS 2024

MAJOR TENDER STATUS 2023

MAJOR TENDER STATUS 2022

MAJOR TENDER STATUS 2021

1. REASSIGNED
    a. Streamlined variables in Contracting Entities column for the above worksheets to either 'MSL', 'MEEIL' or 'MSL/MEEIL'
2. ADDED
    a. I added a new column named 'TENDER DURATION' to calculate the number of days between the tender advert release (DATE RECEIVED Column) and its submission deadline (DUE DATE Column).

## VERSION 2.0.0 (31/12/2024)

MAJOR TENDER STATUS 2024

MAJOR TENDER STATUS 2023

MAJOR TENDER STATUS 2022

MAJOR TENDER STATUS 2021

TENDER STATUS 2020

MAJOR TENDER STATUS 2019

MAJOR TENDER STATUS 2018

3. REASSIGNED
    a. Streamlined variables in Tender status column for all years to either 'SUBMITTED' or 'NOT SUBMITTED'

## IN POWER QUERY EDITOR

4. ADDED
    a. I added a new column named 'YEAR' isolating it from the date received column to facilitate better visual aggregation within my powerbi dashboard.

## VERSION 1.1.0 (14/11/2024)

**MAJOR TENDER STATUS 2021**

**TENDER STATUS 2020**

1. DELETED
    a. Removed the MAKAIS REF NO column from the above worksheets due to its observed redundance

**MAJOR TENDER STATUS 2018**

5.  DELETED
    a.  Removed BID VALUE column

# VERSION 1.0.0 (8/11/2024)

**MAJOR TENDER STATUS 2024**

1.  REFORMATTED
    a.  Changed the data format of the following columns
        i.    S/N column from Date to Number
        ii.   CLIENT column from Date to text
        iii.  BID DESCRIPTION from Date to a General type
        iv.   DATE REC'D from Text to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
        v.    DUE DATE column same as DATE REC'D above
        vi.   CONTRACTING ENITY column from Date to a General format
        vii.  TYPE OF PARTNERSHIP column Date to a General format
        viii. NIPEX NO column from Date to a General format
        ix.   ITT NO column from Text to a General format
        x.    FORM OF ACKNOWLEDGEMENT DUE DATE column from Date to a Text format
        xi.   PRETENDER CLARIFICATION MEETING from Date to a General format
        xii.  TENDER TYPE from Date to a Text format
        xiii. TENDER STATUS column from Date to the Text format
    b.  Unified the outlook format of this worksheet with all other worksheets

2.  ADDED
    a.  Added a new worksheet called CLIENT NAMES dedicated to documenting all clients Makais has worked with in the past in abbreviated forms and their corresponding full meanings.
    b.  Added new columns:
        i.    PROJECT STATUS to track whether a contract was eventually awarded.
        ii.   PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
    c.  Added 'Conditional Formatting' with colour coding to
        i.    RANK / NO OF DAYS LEFT
        ii.   TENDER STATUS and
        iii.  PROJECT STATUS columns
    d.  Added a Legend for identifying the IMPUTS in the colour coded cells
    e.  Added a 'freeze attribute' to the top columns and rows for ease of navigation

3.  DELETED

a. Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

4. RENAMED
    a. Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
    b. Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED
    a. Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.


## MAJOR TENDER STATUS 2023

1. REFORMATTED
    a. Changed the data format of the following columns
        i. S/N column from Date to Number
        ii. CLIENT column from Date to text
        iii. BID DESCRIPTION from Date to a General type
        iv. DATE REC'D from Text to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
        v. DUE DATE column same as DATE REC'D column above
        vi. CONTRACTING ENITY column from Date to a General format
        vii. TYPE OF PARTNERSHIP column Date to a General format
        viii. NIPEX NO column from Date to a General format
        ix. ITT NO column from Text to a General format
        x. TENDER TYPE from Date to a Text format
        xi. TENDER STATUS column from Date to the Text format
    b. Unified the outlook format of this worksheet with all other worksheets


2. ADDED
    b. Added the following columns below to the worksheet with appropriate formatting
        i. FORM OF ACKNOWLEDGEMENT DUE DATE to record date it was emailed to the client.
        ii. PRETENDER CLARIFICATION MEETING to track meeting date scheduled to discuss tender requirements.
        iii. PRETENDER SITE VISIT to track date set for inspection of contractor's onsite facilities
        iv. RANK / NO OF DAYS LEFT to track number of days left before tender submission deadline.
        v. PROJECT STATUS to track whether a contract was eventually awarded.
        vi. PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.

      c. Added 'Conditional Formatting' with colour coding to
          i. RANK / NO OF DAYS LEFT
          ii. TENDER STATUS and
          iii. PROJECT STATUS columns
      d. Added a LEGEND for identifying inputs in the colour coded cells
      e. Added a 'freeze attribute' to the top columns and rows for ease of navigation

3. DELETED
      a. Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

4. RENAMED
      a. Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
      b. Renamed input to TENDER TYPE column from DOUBLE ENV to DOUBLE ENVELOPE
      c. Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
      d. Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED
      a. Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.

## MAJOR TENDER STATUS 2022

1. REFORMATTED
      a. Changed the data format of the following columns
          i. S/N column from Date to Number
          ii. CLIENT column from Date to text
          iii. BID DESCRIPTION from Date to a General type
          iv. DATE REC'D from Text to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
          v. DUE DATE column same as DATE REC'D column above
          vi. CONTRACTING ENITY column from Date to a General format
          vii. TYPE OF PARTNERSHIP column Date to a General format
          viii. NIPEX NO column from Date to a General format
          ix. ITT NO column from Text to a General format
          x. TENDER TYPE from Date to a Text format
          xi. TENDER STATUS column from Date to the Text format
      b. Unified the outlook format of this worksheet with all other worksheets

2. ADDED
   a. Added the following columns below to the worksheet with appropriate formatting
      i. FORM OF ACKNOWLEDGEMENT DUE DATE
      ii. PRETENDER CLARIFICATION MEETING
      iii. PRETENDER SITE VISIT
      iv. RANK / NO OF DAYS LEFT
      v. PROJECT STATUS to track whether a contract was eventually awarded.
      vi. PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
   b. Added 'Conditional Formatting' with colour coding to
      i. RANK / NO OF DAYS LEFT
      ii. TENDER STATUS and
      iii. PROJECT STATUS columns
   c. Added a LEGEND for identifying inputs in the colour coded cells
   d. Added a 'freeze attribute' to the top columns and rows for ease of navigation

3. DELETED
   a. Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

4. RENAMED
   a. Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
   b. Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
   c. Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED
   a. Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.


**MAJOR TENDER STATUS 2021**

1. REFORMATTED
   a. Changed the data format of the following columns
      i. S/N column from General to Number
      ii. CLIENT column from General to Text
      iii. DATE REC'D from General to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
      iv. DUE DATE column same as DATE REC'D column above
      v. TENDER TYPE from General to a Text format
      vi. TENDER STATUS column from General to the Text format

  b. Unified the outlook format of this worksheet with all other worksheets


 2. ADDED
  a. Added the following columns below to the worksheet with appropriate formatting
   i. FORM OF ACKNOWLEDGEMENT DUE DATE
   ii. PRETENDER CLARIFICATION MEETING
   iii. PRETENDER SITE VISIT
   iv. RANK / NO OF DAYS LEFT
   v. PROJECT STATUS to track whether a contract was eventually awarded.
   vi. PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
  b. Added 'Conditional Formatting' with colour coding to
   i. RANK / NO OF DAYS LEFT
   ii. TENDER STATUS and
   iii. PROJECT STATUS columns
  c. Added a LEGEND for identifying inputs in the colour coded cells
  d. Added a 'freeze attribute' to the top columns and rows for ease of navigation

 3. DELETED
  a. Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

 4. RENAMED
  a. Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
  b. Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
  c. Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

 5. VERIFIED
  a. Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.


**TENDER STATUS 2020**

 1. REFORMATTED
  a. Changed the data format of the following columns
   i. S/N column from General to Number
   ii. CLIENT column from General to Text
   iii. DATE REC'D from General to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
   iv. DUE DATE column same as DATE REC'D column above
   v. TENDER TYPE from General to a Text format

vi. TENDER STATUS column from General to the Text format
   b. Unified the outlook format of this worksheet with all other worksheets

2. ADDED
   a. Added the following columns below to the worksheet with appropriate formatting
      i. FORM OF ACKNOWLEDGEMENT DUE DATE
      ii. PRETENDER CLARIFICATION MEETING
      iii. PRETENDER SITE VISIT
      iv. RANK / NO OF DAYS LEFT
      v. PROJECT STATUS to track whether a contract was eventually awarded.
      vi. PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
   b. Added 'Conditional Formatting' with colour coding to
      i. RANK / NO OF DAYS LEFT
      ii. TENDER STATUS and
      iii. PROJECT STATUS columns
   c. Added a LEGEND for identifying inputs in the colour coded cells
   d. Added a 'freeze attribute' to the top columns and rows for ease of navigation

3. DELETED
   a. Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

4. RENAMED
   a. Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
   b. Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
   c. Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED

   b. Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.


**MAJOR TENDER STATUS 2019**

1. REFORMATTED
   a. Changed the data format of the following columns
      i. S/N column from General to Number
      ii. CLIENT column from General to Text
      iii. DATE REC'D from General to a date format (had to manually change this one using the 'Text to Column' functionality in excel)
      iv. DUE DATE column same as DATE REC'D column above

      v.    TENDER TYPE from General to a Text format

      vi.    TENDER STATUS column from General to the Text format

   b.   Unified the outlook format of this worksheet with all other worksheets

2. ADDED
   a.   Added the following columns below to the worksheet with appropriate formatting
      i.    FORM OF ACKNOWLEDGEMENT DUE DATE
      ii.    PRETENDER CLARIFICATION MEETING
      iii.    PRETENDER SITE VISIT
      iv.    RANK / NO OF DAYS LEFT
      v.    PROJECT STATUS to track whether a contract was eventually awarded.
      vi.    PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
   b.   Added 'Conditional Formatting' with colour coding to
      i.    RANK / NO OF DAYS LEFT
      ii.    TENDER STATUS and
      iii.    PROJECT STATUS columns
   c.   Added a LEGEND for identifying inputs in the colour coded cells
   d.   Added a 'freeze attribute' to the top columns and rows for ease of navigation

3. DELETED
   a.   Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.

4. RENAMED
   a.   Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
   b.   Renamed the REMARK column to TENDER STATUS for ease and streamlined data entry
   c.   Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED

   d.   Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.

## MAJOR TENDER STATUS 2018

1. REFORMATTED
   a.   Changed the data format of the following columns
      i.    S/N column from General to Number
      ii.    CLIENT column from General to Text
      iii.    DATE REC'D from General to a date format (had to manually change this one using the 'Text to Column' functionality in excel)

         iv.   DUE DATE column same as DATE REC'D column above

         v.   TENDER TYPE from General to a Text format

         vi.   TENDER STATUS column from General to the Text format

   b.  Unified the outlook format of this worksheet with all other worksheets

2. ADDED
   a.  Added the following columns below to the worksheet with appropriate formatting
         i.   FORM OF ACKNOWLEDGEMENT DUE DATE
         ii.   PRETENDER CLARIFICATION MEETING
         iii.   PRETENDER SITE VISIT
         iv.   RANK / NO OF DAYS LEFT
         v.   PROJECT STATUS to track whether a contract was eventually awarded.
         vi.   PLATFORM RECIEVED to track which platform Tender opportunities were gotten from.
   b.  Added 'Conditional Formatting' with colour coding to
         i.   RANK / NO OF DAYS LEFT
         ii.   TENDER STATUS and
         iii.   PROJECT STATUS columns
   c.  Added a LEGEND for identifying inputs in the colour coded cells
   d.  Added a 'freeze attribute' to the top columns and rows for ease of navigation

3. DELETED
   a.  Removed the 'TENDER STAGE / STATUS (See Note 1)' column as it was no longer needed.
   b.  Removed STATUS COLOUR CODE (See Note 1) column due to redundancy.

4. RENAMED
   a.  Renamed inputs in CLIENT column to match MAJOR TENDER STATUS 2024 worksheet.
   b.  Renamed and streamlined entries in the CLIENT NAMES column for uniformity and ease of analysis across all the other excel worksheets.

5. VERIFIED
   a.  Rectified and cross-referenced contents of this worksheet with other workbooks containing a worksheet with an identical name to ensure coherence and delete duplicates.