

INFO8135 Issues, Requirements and Schedule for Practical D

As your Senior DS for this Project, I am writing this document to convey important issues and requirements of your work for this Project. Also, a Work Schedule and the Rubric / Evaluation Maximum Marks are on the last few pages of this report.

This list of needs replaces any previous lists of issues and requirements that you have received.

This is the complete list of issues and requirements for your project work, as of the date of printing. Written communications between your team and your professor / Senior DS after this date regarding any one of the items below are to be considered as applying to your project work as well.

These are the issues that the business has been able to identify as of now.

<u>Issue</u>	<u>Details</u>
1 Network Log Analysis	You are Data Analysts working for the IT group of a multinational company Your management needs analysis of network logs.
2 Data Overview	The data has several different event types, and records the Device MAC, date, time, data centre, and variable data in a description field. See the sample spreadsheet, and the July 5th memo from the Senior IT Manager
3 Data Overview	The data primarily deals with: 1) Workstation (cabled to the network) startup and shutdown 2) Wi-Fi connected devices that connect or disconnect, and 3) user logins and logouts
D4 Devices and usernames involved	What devices are involved in the data set? Are they workstations or just Wi-Fi connections? What are the usernames involved in the data set?
D5 Profile the start time durations	What is the profile (min, max, avg, etc) of time duration for workstations to start?
D6 Profile the users' login time durations	What is the profile (min, max, avg, etc) of time duration for users to log in?
D7 Tech support analysis	Can we determine if workstations need tech support from these times? (startup or shutdown fails? slow startup or shutdowns)?
D8 Profile the users' logged in durations.	What is the profile (min, max, avg, etc) of user logged in durations?
D9 Performance Aids for each Junior DA are needed	Junior DA's performance on open book, time limited exams will be improved with proper performance aids, which would be detailed descriptions of task steps to complete Descriptive Analysis common work.
10 Junior DA Job Postings usually list job responsibilities	Job Postings for Junior DA's usually list the job responsibilities. Analyzing these can help the Junior DA prepare for the tasks potential employers would want them to do.

Below is a list of Professor's requirements, at minimum, that your team of 3 (or 2) must perform and/or deliver.

<u>Project Management</u>	<u>Details</u>	<u>Issue</u>
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<u>Project Management</u>	<u>Details</u>	<u>Issue</u>
1 Review Issues and Requirements Doc	Review Issues and Requirements Doc, and other supplied resources, with Senior.	
1.1 List Deliverables	Start a new workbook called "Team <code> Practical D". On sheet "Deliverables", build a List of deliverables for Practical Assignment D to meet INFO8135/45 standards. Add appropriate titles and documentation to the sheet. The requirements for adding various deliverable records are later in this document.	
1.2 Update Deliverables - Actual	Add notes, especially time of start and finish, to the List of Deliverables about the work actually done for each of Week 9, 10 and 11's deliverables.	
2 Create Practical D - ReadMeFirst sheet	Create a ReadMeFirst (or similar) sheet in the project Workbook, and enter appropriate documentation, including a list of Workbook Sheets.	
3.1 Use the INFO8135, or start another new, Excel Workbook called "Workflows".	Use the INFO8135/45 Workflows workbook. -OR - Start a new workbook with the above name. Create an empty List of deliverables for "A Collection of Workflows". Create a ReadMeFirst (or similar) sheet in this second Workbook, and enter appropriate documentation.	D9
3.2 Workflow documentation for creating DM from Log	Prepare a detailed Workflow description and checklist for creating a Datamodel of Event start and End from a log type DataSet. Include Work Management, Documenting and Diagnostic Analysis tasks. Place this in the Workflows workbook.	D9
3.3 Workflow documentation for creating DM from Filtered Records	Prepare a detailed Workflow description and checklist for creating a Datamodel from filtered records from an Extracted DataSet or another Data Model. Include Work Management, Documenting and Diagnostic Analysis tasks. Place this in the Workflows workbook.	D9
3.4 Postings Review Sheet	Add another sheet "Postings Review as of", with appropriate titles, to the Workflows workbook. Create a list with, at minimum, Listing System, Company, JobTitle, Posting Date, Responsibilities.	
3.5 Survey Job Listing Sites for "Junior Data Analyst" job positions. Capture Responsibilities lists for 3 to 5 different postings.	Survey Job Listing Sites for "Junior Data Analyst" job positions. Capture Responsibilities lists for 3 to 5 different postings.	
3.6 Analyze the captured responsibilities data.	Analyze the captured responsibilities data. Add columns of "Can I do this task?", "If not, have I heard of this task". Rate each responsibility for those two questions.	

Your Senior DS has done some work scoping for you. Below is a list of requirements, at minimum, that your team of 3 (or 2) must perform and/or deliver. The rows printed in *italics* are guidance only; do not act on them.

<u>Requirement</u>	<u>Details</u>	<u>Issue</u>
4.1 Extract NetLog Data to support further work on Issues #D1-D5.	Import Netlog Data into the sheet "NetLog Data" in the Team Workbook. Extract only the needed columns of data from the NetLog Data table to support further work on Issues #D4-D8. Create the Data Model on sheet "NetLog DM" in the Project Workbook. Be sure to leave at least 7 blank lines at the top of the sheet.	D4
4.2 Create "Record Types" sheet.	Copy the List of different record types from the Sample Netlog Data workbook into a "Record Types" worksheet in the Project Workbook. Start no higher than Row 6.	D4
4.3 Sort the Netlog DM1 List.	Select the "NetLog DM" range. Sort it Newest to Oldest by LogDate and LogTime, using the Sort in the Data section of the Ribbon. DO NOT USE the sorting capability of Filtering.	D4
4.4 Document, track and save the work	Add titles, dates, sources and other documentation to the "NetLog DM" and "Record Types" sheets. Record these requirement in the list of deliverables, and update work tracking. Save the project workbook.	D4
5.1 Set up more columns	Set up columns to the right of the NetLog column names for "Previous" Date, Time, RecordType and Details Data. Use "Prev" as a shortform Prefix like "PrevLogDate".	D4
5.2 Find the next younger Log Date data for the MAC	For the first (newest) row in the data model, create an Exact match Vlookup formula that searches for the next (older) Device MAC record in the NetLog data, and returns the Found record's LogDate. Use a Search range of about 12 lines, starting at the next record in the list; DO NOT MAKE THIS RANGE ABSOLUTE VALUE \$.	D4
5.3 Copy this Vlookup formula to all other rows in the DM	Copy this "Previous Data for a Device MAC" Vlookup formula to all other rows in the NetLog DM. There will be the occasional #NA. If there are many, increase the height (rows) of the search range.	D4
5.4 Find the next younger Log Time, RecordType and Details Data for the first MAC	For the first (newest) row in the data model, create an Exact match Vlookup formula that searches for the next (older) Device MAC record in the NetLog data, and returns the Found record's LogTime. Create formulas for recordtype and details Data as well.	D4

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Requirement	Details	Issue
5.5 Copy these Vlookup formulas to all other rows	Copy these three "Previous Date for a Device MAC" Vlookup formulas to all other rows in the NetLog DM. There will be the occasional #NA. If there are many, increase the height (rows) of the search range for all 4 formulas. Challenge (for Superior marks): Modify the formulas to control the lookup range height in every row by changing a numeric value in one cell.	D4
5.6 Lock in the joined records	Duplicate the NetLog DM sheet, and name it "NetLog DM Stage 1". Slide it to be the very last sheet in the workbook. In the "NetLog DM" sheet, select the entire range of Vlookup cells. Copy them, then paste, Special, Values on top of the copied range. This locks in the values.	D4
5.7 <i>Show the full record type name (optional).</i>	<i>(Optional) Insert a new column beside each of the record type codes. Name the column. Create and copy exact match Vlookup formulas that show the full record type name instead of the code.</i>	D4
5.8 Document, track and save the work	Add other documentation to the "NetLog DM" and "NetLog DM Stage 1" for these new fields/columns. Clearly document how the vlookup formulas work. Record these requirement in the list of deliverables, and update work tracking. Save the project workbook.	D4
6.1 Activate Filters for NetLog DM	Activate Filters for all columns in Netlog DM. Try selecting all the different record types, one at a time, to see what results appear.	D4
6.2 Study the Record types documentation. Create plan.	Study the Record types documentation, and determine which record types might show data that's needed for the analysis of issues #D1-D5. Record your decisions in the Deliverables List. Consult with the Senior.	D4
7 Create a "Devices" sheet. Get Devices List	Create a "Devices" sheet. Use a Pivot Table only to extract a list of Devices, with no repeated records. (No filtering needed for this).	D4
8 <i>Exemption</i>	<i>Teams of 2 are Exempt from this work in Requirement 8</i>	
8.1 Filter Records for Type 112. Copy filtered records to a new sheet "112 DM".	Create a "112 DM" sheet. Filter the NetLog DM Records for Type 112. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to that new sheet. Widen columns as needed. Format dates and times as needed. Teams of 2 are exempt from this.	D4
8.2 Get a list of 112 DM unique MAC's and their Details Data	Create a pivot table in the "Devices" Sheet from all the Filtered 112 columns. Set the rows to DeviceMAC and Details Data. From the ribbon, set the PivotTable Design, Report Layout to be Tabular. Also, turn off the Subtotals. Copy the Pivot Table rows, and Paste Special Values a few columns to the right. Widen columns as needed. Teams of 2 are exempt from this.	D4

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Requirement	Details	Issue
8.3 Confirm 112 DM Device Counts	Confirm the Pivot Table filtered records for 112 DM have the same count as the extracted Device List. Clearly note either a confirmation or a warning in a text box on this sheet. Teams of 2 are exempt from this.	D4
8.4 Identify Wi-Fi devices and Workstations (Cabled Devices)	Sort the Devices and Details Data list by DetailsData. Wi-Fi devices start with a comma, so split the list at the first row with commas in the details data, and add column headings and two titles - Wi-Fi Devices and Workstations (Cabled Devices) Teams of 2 are exempt from this.	D4
8.5 Document, track and save the work	Add titles, dates, sources and other documentation to the sheet "112 DM" and "Devices". Record this requirement in the list of deliverables, and update work tracking. Save the project workbook. Teams of 2 are exempt from this.	D4
9.1 Filter Records for Type 113. Copy filtered records to a new sheet.	Create a "113 DM" sheet. Filter the NetLog DM Records for Type 113. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to that new sheet. Start no higher than Row 6. Widen columns as needed. Format dates and times as needed.	D4
9.2 List 113 DM unique MAC's and their Details Data	Create a pivot table in the Devices Sheet from all the 113 DM columns. Set the rows to DeviceMAC and Details Data. From the ribbon, set the PivotTable Design, Report Layout to be Tabular. Also, turn off the Subtotals. Copy the Pivot Table rows, and Paste Special Values a few columns to the right. Widen columns as needed.	D4
9.3 Confirm 113 DM Device Counts	Confirm the Pivot Table filtered records for 113 have the same count as the extracted Device List. Clearly note either a confirmation or a warning in a text box on this sheet.	D4
9.4 Extract the Usernames from the string using the IF, Isnumber, Left, Find and Mid Functions.	Start a new column called "TempStr" (or another name) to the right of the DetailsData column heading. Create a mid() formula on the first DetailsData value that finds the "/", the gets all text after the "/". Then start another column called "User Name". Create a Left() formula on the first TempStr value that finds the ",", then gets all text before the ",". Add an IF() that finds the ",", and truncates the text only if necessary. Hide the TempStr column when done.	D4
9.5 Document, track and save the work	Add titles, dates, sources and other documentation to the sheet "113 DM" and "Devices". Record this requirement in the list of deliverables, and update work tracking. Save the project workbook.	D4
10 Start Personal Workbooks	Each team member must take a copy of the Team's Workbook now, and create their starter Personal Workook. Then, each team member must take an equal share of the work from 11.x, 12.x, 13.x, 14.x, 15.x and 16. The work does not need to be combined.	D5

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Requirement	Details	Issue
11.1 Create a "Startups Logins" sheet.	Create a "Startups Logins" sheet.	D5
11.2 Filter Records for Type 106 Copy filtered records to a new sheet.	Create a "106 DM" sheet. Filter the NetLog DM Records for Type 106. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to that new sheet. Start no higher than Row 6. Widen columns as needed. Adjust row heights as needed. Format dates and times as needed.	D5
11.3 Calculate the time difference between Start, and Device Start is Good.	Calculate the time difference between Start, and Start is Good. Multiply by 24 and 60 to get minutes. Keep formatting as a general number, because Excel wants to convert back to time. Name the column "StartTime". Copy to all rows.	D5
11.4 Profile the Min, Max and Average of the WS Start Times.	In the Startups Logins sheet, create a Pivot Table to show the Min, Max and Average of the Workstation Start Times. DO NOT INCLUDE the cells in the PT Input range that have #N/A in them.	D5
11.5 Filter Records for Type 123. Copy filtered records to a new sheet.	Create a "123 DM" sheet. Filter the NetLog DM Records for Type 123. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to that new sheet. Start no higher than Row 6. Widen columns as needed. Adjust row heights as needed. Format dates and times as needed.	D6
11.6 Calculate the minutes between Login, and Login Start is Good.	Calculate the time difference (in percentage of 24 hours) between Login, and Login is Good, for all rows. Multiply by 24 and 60 to get minutes. Keep formatting as a general number, because Excel wants to convert back to time. Name the column "LoginTime". Copy to all rows.	D6
11.7 Profile the Min, Max and Average User Start Times.	In the Startups Logins sheet, create a Pivot Table to show the Min, Max and Average of the Start Times for each Network user. Clear or remove the cells in the Input range that have #N/A in them.	D6
11.8 Document, track and save the work	Add titles, dates, sources and other documentation to the "106 DM", "123 DM" and "Startups Logins". Record these requirements in the list of deliverables, and update work tracking. Save the project workbook.	D6
12.1 Create a "Tech Support" sheet.	Create a "Tech Support" sheet.	D7
12.2 Calculate appropriate range values for WS startup times.	In the "106 DM" sheet, determine the maximum startup time. Set up several minute time ranges (0, under 0.5, under 1, 1-2, etc) . Calculate the range values for all startup times. Follow procedures from other projects to do this. Keep the minute ranges chart in the 106 DM sheet to the right of the data.	D7
12.3 Profile how many WS startups are in specified ranges.	Create a pivot table and/or Pivot Graph in the "Tech Support" Sheet from only the 106 DM Startup Time Range column. Set the rows to Startup Time Range and the values to Count of Startup Time Range.	D7

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Requirement	Details	Issue
13 <i>Exemption</i>	<i>Teams of 2 are Exempt from the work in Requirement 13, but not 14!</i>	
13.1 Calculate appropriate range values for all the login startup time records.	In the "123 DM" sheet, determine the maximum startup time. Set up several minute time ranges (0, under 0.5, under 1, 1-2, etc) Calculate the range values for all Login times. Follow procedures from other projects to do this. Keep the minute ranges chart in the 123 DM sheet to the right of the data.	D7
13.2 Profile how many logins are in specified ranges.	Create a pivot table and/or Pivot Graph in the "Tech Support" Sheet from only the Login Time Range column. Set the rows to Login Time Range and the values to Count of Login Time Range.	D7
14.1 Filter Records for Type 107. Copy filtered records to Tech Support sheet	Filter the NetLog DM Records for Type 107. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to the Tech Support. Start no higher than Row 6. Widen columns as needed. Format dates and times as needed.	D7
14.2 Filter Records for Type 135. Copy (append) filtered records to Tech SupportType 107s.	Filter the NetLog DM Records for Type 135. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to add to Type 107 records in the Tech Support sheet. Widen columns as needed. Format dates and times as needed.	D7
14.3 If needed, collect recordTypes.	Can this data be used to determine if devices need tech support of some sort? If the data from 107, 135, 123 and 106 is not enough, collect more.	D7
14.4 Determine if devices need tech support of some sort?	Can this data be used to determine if devices need tech support of some sort? In a text box on the Tech Support sheet, write your opinion about this issue, and refer to your collected evidence.	D7
14.5 Document, track and save the work	Add titles, dates, sources and other documentation to the "Tech Support" and related sheets. Record this requirement in the list of deliverables, and update work tracking. Save the project workbook.	D7
15 <i>Exemption</i>	<i>Teams of 2 are exempt from the work in Requirements 15.x. but not 16.</i>	
15.1 Filter Records for Type 144. Copy filtered records to a new sheet.	Create a "144 DM" sheet. Filter the NetLog DM Records for Type 144. Select all the filtered records. In the ribbon, select Home, Find and Select, Go To Special, Copy Visible Cells only. Copy, then Paste Special, Values the filtered records to that new sheet. Start no higher than Row 6. Widen columns as needed. Adjust row heights as needed. Format dates and times as needed.	D8

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<u>Requirement</u>	<u>Details</u>	<u>Issue</u>
15.2 Built list of both Type 144 "user Logout is Good" and Type 123 "User Login Start is Good" records.	Create a "WorkDay Time DM" sheet by cloning the "144 DM" sheet. Then copy and Paste all the "123 DM" records into the "Workday Time DM" sheet, under the "144 DM" records. Be sure that they have the same columns. Remove the header rows from the "123 DM" records, to create one list of both 123 and 144 records.	D8
15.3 Remove the "Prev" fields. Sort the "Workday Time" List	Remove the data for the "Prev" fields, as only the login and logout "is good" times data is needed. Select all the "Workday Time" records. Sort them newest to Oldest by LogDate and LogTime, using the Ribbon's Data Sort facility.	D8
15.4 Find the next younger Log Date for the first record of Device MAC in the Datamodel	For the first (newest) row in the data model, create an Exact match Vlookup formula that searches for the next (older) Device MAC record in the WorkDay Time data, and returns the Found record's LogDate. Use a Search range of many lines (20, 30 ... you will have to experiment!), starting at the next record in the list; DO NOT MAKE THIS RANGE ABSOLUTE VALUE \$.	D8
15.5 Copy this Vlookup formula to all other rows in the DM	Copy this "Previous Date for a Device MAC" Vlookup formula to all other rows in the DM. There will be the occasional #NA. If there are many, increase the height (rows) of the search range.	D8
15.6 Find the next younger Log Time, RecordType and Details Data for the first Device MAC	For the first (newest) row in the data model, create an Exact match Vlookup formula that searches for the next (older) Device MAC record in the 123+144 data, and returns the Found record's LogTime. Create formulas for recordtype and details Data as well.	D8
15.7 Copy these Vlookup formulas to all other rows in the NetLog DM	Copy these three "Previous Data for a Device MAC" Vlookup formulas to all other rows in the "WorkDay Time" DM. There will be the occasional #NA. If there are many, increase the height (rows) of the search range for all 4 formulas.	D8
15.8 Profile the length of times that users were logged in.	Create a "WorkDay Stats" sheet. Put Descriptive Analysis products (ie Pivot Tables using Ranged Data) on it to profile the length of times that users were logged in.	D8
15.9 Document, track and save the work	Add titles, dates, sources and other documentation to the "WorkDay Time" and "Workday Stats" sheets. Record these requirements in the list of deliverables, and update work tracking. Save the project workbook.	D8
16 List all the Project Workbook sheets in the ReadMeFirst	In the ReadMeFirst sheet of the Team Project workbook, create (or just update) a listing of all the sheets in the project workbooks (both Team and Personal). Give the name, and a brief description, of each sheet.	

Work Submission

<u>Submit Work</u>	<u>Details</u>
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Submit Work

17.1 Submit draft work (status report) to Econestoga Assignment

Details

Submit the Excel Workbook file(s) with completed Week10 work into the eConestoga Assignment "Practical D" by the end of Week10. This is how, for Week 10, you will report your progress to your Senior. Add a note to your submit explaining any concerns or difficulties that you are having.
If your submit is not on time, there will be 0 marks for this requirement!

17.2 Submit team's Practical D Workbook, and Team Members Workbooks as well.

Submit the team's Practical D workbook, and team member's workbooks also, into the eConestoga Practical D Assignment.

17.3 Submit team's Workflows Workbook

Submit the team's INFO 8135/8145 Workflows workbook into the eConestoga Practical D Assignment.

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Work Schedule

Work Schedule			Maximum	
	<u>ID</u>	<u>Requirement</u>	<u>Estimated Hrs</u>	<u>Mark</u>
Week	Wk09			
Work Done by:				
	1	Review Issues and Requirements Doc	4.5	
	1.1	List Deliverables	0.8	4
	1.2	Update Deliverables - Actual	0.3	1.5
	4.1	Extract NetLog Data to support further work on Issues #D1-D5.	0.6	2
	4.2	Create "Record Types" sheet.	0.2	1
	4.3	Sort the Netlog DM1 List.	0.2	1
	4.4	Document, track and save the work	0.6	2
	5.1	Set up more columns	0.2	1
	5.2	Find the next younger Log Date data for the MAC	0.2	1
	5.3	Copy this Vlookup formula to all other rows in the DM	0.2	1
	5.4	Find the next younger Log Time, RecordType and Details Data for the first MAC	0.4	2
	5.5	Copy these Vlookup formulas to all other rows	0.2	1
	5.6	Lock in the joined records	0.2	1
	5.8	Document, track and save the work	0.6	2
	6.1	Activate Filters for NetLog DM	0	0
	6.2	Study the Record types documentation. Create plan.	1.2	5
	7	Create a "Devices" sheet. Get Devices List	0.4	2
	8.1	Filter Records for Type 112. Copy filtered records to a new sheet "112 DM".	0.2	1
	8.2	Get a list of 112 DM unique MAC's and their Details Data	0.4	2
	8.3	Confirm 112 DM Device Counts	0.1	0.5
	8.4	Identify Wi-Fi devices and Workstations (Cabled Devices)	0.3	1.5
	8.5	Document, track and save the work	0.6	2
	9.1	Filter Records for Type 113. Copy filtered records to a new sheet.	0.2	1
	9.2	List 113 DM unique MAC's and their Details Data	0.2	1
	9.3	Confirm 113 DM Device Counts	0.2	1
	9.4	Extract the Usernames from the string using the IF, Isnumber, Left, Find and Mid Functions.	0.4	2
	9.5	Document, track and save the work	0.6	2
	10	Start Personal Workbooks	0.3	
Total for:			14.3	41.5

Week **Wk10**

Work Done by:

11.1	Create a "Startups Logins" sheet.	0.1	0.5
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11.2	Filter Records for Type 106 Copy filtered records to a new sheet.	0.3	1.5
11.3	Calculate the time difference between Start, and Device Start is Good.	0.2	1
11.4	Profile the Min, Max and Average of the WS Start Times.	0.4	2
11.5	Filter Records for Type 123. Copy filtered records to a new sheet.	0.3	1.5
11.6	Calculate the minutes between Login, and Login Start is Good.	0.2	1
11.7	Profile the Min, Max and Average User Start Times.	0.3	1.5
11.8	Document, track and save the work	0.6	2
12.1	Create a "Tech Support" sheet.	0.2	1
12.2	Calculate appropriate range values for WS startup times.	0.2	1
12.3	Profile how many WS startups are in specified ranges.	0.4	2
13.1	Calculate appropriate range values for all the login startup time records.	0.2	1
13.2	Profile how many logins are in specified ranges.	0.4	2
14.1	Filter Records for Type 107. Copy filtered records to Tech Support sheet	0.2	1
14.2	Filter Records for Type 135. Copy (append) filtered records to Tech SupportType 107s.	0.2	1
14.3	If needed, collect recordTypes.	0.2	1
14.4	Determine if devices need tech support of some sort?	0.2	1
14.5	Document, track and save the work	0.6	2
15.1	Filter Records for Type 144. Copy filtered records to a new sheet.	0.2	1
15.2	Built list of both Type 144 "user Logout is Good" and Type 123 "User Login Start is Good" records.	0.2	1
15.3	Remove the "Prev" fields. Sort the "Workday Time" List	0.2	1
15.4	Find the next younger Log Date for the first record of Device MAC in the Datamodel	0.2	1
15.5	Copy this Vlookup formula to all other rows in the DM	0.2	1
15.6	Find the next younger Log Time, RecordType and Details Data for the first Device MAC	0.2	1
15.7	Copy these Vlookup formulas to all other rows in the NetLog DM	0.2	1
15.8	Profile the length of times that users were logged in.	1	5
15.9	Document, track and save the work	0.6	2
16	List all the Project Workbook sheets in the ReadMeFirst	0.3	1.5
Total for:		8.5	39.5

Week **Wk10ISS**

Work Done by:

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17.1	Submit draft work (status report) to Econestoga Assignment	0.6	2
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Total for:	0.6	2
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Week **Wk11**

Work Done by:

2	Create Practical D - ReadMeFirst sheet	0.2	1
3.1	Use the INFO8135, or start another new, Excel Workbook called "Workflows".	0.2	1
3.2	Workflow documentation for creating DM from Log	0.8	3
3.3	Workflow documentation for creating DM from Filtered Records	0.8	3
3.4	Postings Review Sheet	0.25	2
3.5	Survey Job Listing Sites for "Junior Data Analyst" job positions. Capture Responsibilities lists for 3 to 5 different postings.	0.5	4
3.6	Analyze the captured responsibilities data.	1	3
17.2	Submit team's Practical D Workbook, and Team Members Workbooks as well.	0.2	
17.3	Submit team's Workflows Workbook	0.1	

Total for:	4.05	17
		100

These issues and requirements are what I have as of now. I will update you if anything more comes forward.

Regards,
Your INFO 8145 Senior DS