**Learning Log: Start a data analysis checklist**

**Instructions**You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Start a data analysis checklist](https://www.coursera.org/learn/analyze-data/supplement/yq5wr/learning-log-start-a-data-analysis-checklist).

| **Date:** 22/03/22 | **Course/topic:** Course 5: Analyze data to answer questions | | |
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| **Learning Log:** Start a data analysis checklist | | |
| **Create your checklist** | Start a high-level checklist of tasks you need to complete during analysis using the steps you have already learned:  **Ask**   * Ask SMART questions * Summarized data and put it into context with structural thinking * Manage stake-holder expectations   **Prepare**   * Ensuring ethical data analysis practices * Addressing issues of bias and credibility * Access, import, organize and protect data   **Process**   * Connecting business objectives to data analysis * Identify Clean and Dirty data * Data Cleaning   **Analyze**   * Sorting and Filtering data * Converting and Formatting data * Data validation   **Share**       **Act** | | |
| **Reflection:** | Write 3-5 sentences (60-100 words) answering the following questions: | | |
| **Questions and responses:** | * Did making a checklist help you better understand the data analysis process?   *Totally, better to have it that not to have it.*   * How can you adapt your checklist to fit each new project?   *I can use it for any data-related project by checklisting all the data-analysis life cycle process.* | | |