## **Report: Data Merge, Clean up, And Uploaded.**

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### **Executive Summary**

Hi Pastor Matt! The first big step of our data project is done. I took two separate church contact lists and merged them into a single, clean file. I have turned a massive, raw dataset with over 1.25 million entries (not kidding) into a refined list of **2,398 unique contacts**. The file is now polished and ready for the next phase.

### **Method and Process**

I used a tool called Python with a library called Pandas. This is not just about speed; it is about being incredibly precise, way more accurate than if I had tried to do this all by hand.

Here’s a quick rundown of what I did:

1. **File Consolidation:** I brought both the textinchurch and planningcenter files together into one big master list.
2. **Strategic Data Prioritization:** This is the coolest part. I made sure to prioritize our most current data from textinchurch. I only used the older planningcenter data to fill in the blanks where info was missing, so we did not lose anything important.
3. **Data Consolidation:** I combined things like all the different phone numbers and emails into single, clean columns, which makes the list much easier to read and use.
4. **De-Duplication:** I found and removed all the duplicate contacts, so we know our final count is made up of truly unique people.
5. **Final Cleanup:** I trimmed down the file to just the essentials, keeping only the key information we need for the new systems.

### **Key Outcomes**

* **Final Count:** Our original dataset of 1,252,292 records was cleaned and reduced to a final, validated count of **2,398 contacts**.
* **Data Integrity:** The new file is more accurate and reliable, with no duplicates or inconsistent data.
* **Efficiency:** This automated process was completed in a fraction of the time and with a higher level of accuracy than a manual review.

### **Next Steps**

The cleaned data is now ready to be formatted according to the Gloo template. Once this is done, the file can be uploaded to the new system. I will then download the new data from Gloo and upload it to Tithe.ly. Let me know if you have any question or concerns.