# Data Analysis Project Charter

Title: **Shift Reports**

Date: **April 10, 2023**

Analyst: **Jooyeun Moon**

Audience: **Maintenance and Operations Team Leaders**

Preferred Method of Communication: **Power BI Dashboard**

Problem Statement: **Shift Summaries of daily activities**

Main Business Metric: **Maintenance – Machine downtime, Operations – Daily checks (safety, inventory, environment, etc.)**

Time horizon: One time report

Ongoing - Frequency: Daily Weekly Monthly Annually Other:

Data Sources

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| **SBMSResourceDownTime.xls** |
| **Warehouse Shift Log.xls** |
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Assumptions

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| Assumption | Validation |
| **Shifts start at 6 am and end at 6 pm** | **Confirmed by supervision** |
| **Housekeeping and stock inventory checks are required for each shift** | **Confirmed by supervision** |
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|  |  |

Note: not all orders are the same in both sources

Conclusions:

1. Housekeeping check and stock inventory check missed due to repairs and there were safety incidents. B. Jones missed stock inventory twice during his shift for one week because of start up procedure and repairs. D. Koharski missed housekeeping check and there was a safety incident.

2. SBMS needs most scheduling idle time and waiting for inventory idle time.

Recommendations:

1. Talk to the operators and find solutions if they can keep up with both housekeeping and inventory check. Ask why it is happening and fix any machines and avoid procedure delays.
2. SBMS needs most idle-scheduling time and idle-waiting for inventory time. Investigate if SBMS has schedule issues. Find out how to get rid of waiting for inventory time.