# Data Analysis Project Charter

Title: **Conveyor Order Completion Time Analysis**

Date: **March 12, 2023**

Analyst: **Jooyeun Moon**

Audience: **Plant Manager**

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

Problem Statement: **Conveyor Order completion time exceeding target KPI of 90 days**

Main Business Metric: **Order fulfillment time**

Time horizon: One time report

Ongoing - Frequency: Daily Weekly Monthly Annually Other:

Data Sources

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| **Conveyor Orders.xls** |
| **Conveyor\_Material\_Flow.csv** |
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Assumptions

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| --- | --- |
| Assumption | Validation |
| Order fulfillment time exceeding target KPI of 90 days relates to order errors. | Manufacturing team confirmed low order accuracy rate delays order fulfillment time. |
| Order fulfillment time exceeding target KPI of 90 days relates to certain work centres. | Some work centres have logistics problems. |

Note: not all orders are the same in both sources

Recommendations:

1. Re-evaluate order processing system and investigate how to reduce order errors.
2. Ensure all the work centres to review logistics processes and make changes if necessary, such as finding better carriers.