# 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 |
| If sum of order quantity is bigger, order fulfillment time takes longer. | Manufacturing team confirmed that bigger order requires more work centres. |
| Orders from certain materials tend to take longer to complete. | Manufacturing team confirmed that fulfilling orders takes longer when they deal with some material. |

Note: not all orders are the same in both sources

Recommendations:

1. When receiving big orders, re-evaluate order processing system and distribute the materials to more work centres so that orders can be completed faster and more efficiently.
2. Make sure that manufacturing team understands materials, investigates why orders from certain materials take longer and looks for improvement of order fulfillment processes.