# Data Analysis Project Charter

Title: **Shift Reports**

Date: **March 29, 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.csv** |
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Assumptions

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| --- | --- |
| Assumption | Validation |
| **Shifts start at 6 am and end at 6 pm** | **Confirmed by supervision** |
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|  |  |
|  |  |

Note: not all orders are the same in both sources

Recommendations:

1. Obtain complete data for all orders of interest and repeat analysis