**Learning Log: Start a data analysis checklist**

**Instructions**You can use this document as a template for the learning log activity: Consider how data analysts approach tasks. Type your answers in this document, and save it on your computer or Google Drive.

We recommend that you save every learning log in one folder and include a date in the file name to help you stay organized. Important information like course number, title, and activity name are already included. After you finish your learning log entry, you can come back and reread your responses later to understand how your opinions on different topics may have changed throughout the courses.

To review detailed instructions on how to complete this activity, please return to Coursera: [Learning Log: Start a data analysis checklist](https://www.coursera.org/learn/analyze-data/supplement/yq5wr/learning-log-start-a-data-analysis-checklist).

| **Date:** <enter date> | **Course/topic:** Course 5: Analyze data to answer questions | | |
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| **Learning Log:** Start a data analysis checklist | | |
| **Create your checklist** | Start a high-level checklist of tasks you need to complete during analysis using the steps you have already learned:  **Ask**   * **Ask effective questions** * **Understand problems** * **Develop solutions**   **Prepare**   * **Collect data for analysis** * **Extract data from databases** * **Organize and secure data**   **Process**   * **Check data integrity** * **Clean the data** * **Verify and report of cleaning data**   **Analyze**   * **Organize the data** * **Formatting and adjusting data**   **Share**       **Act** | | |
| **Reflection:** | Write 3-5 sentences (60-100 words) answering the following questions: | | |
| **Questions and responses:** | * Did making a checklist help you better understand the data analysis process?   *Yes, it did. The checklist makes the process easier to understand with all the detail steps involved*   * How can you adapt your checklist to fit each new project?   *The checklist is the fundamental frame that I can use for the basic steps before each new project, depending on what kind of project I will adjust the checklist so that it can be suitable.* | | |