**Paper Outline:**

You are to “pretend” and put yourself into the following context. You are an outside Business Analytics consultant hired by a company that has a goal of improving their current quantitative analysis processes. They provide you with a basic data set, that needs “cleaning up” by preprocessing, filtering examples with missing attributes, replacing attributes, randomly selecting 1,000 examples from a larger data set, when applicable.

You are to write up a ***professional report*** discussing your findings.

Thus, you will have eight parts:

1. Title page
2. Introduction, company information, consulting firm information. Your story, your interest.
3. Data Understanding, what the data set represents and used for.
4. Data Preparation, how the data set was “cleaned up,” file preparation, missing data removal.
5. Discussion of data dictionary. Include URL of data location.
6. Discussion of correlation matrix, explain any “interesting” correlations.
7. Discussion of scatter plots, and why you selected the specific variables to use.
8. Discussion of PivotTables, and why you selected the specific variables to use.
9. Discussion of bar charts, and why you selected the specific variables to use.
10. Discussion of histograms, and why you selected the specific variables to use.

Use the tasks listed above as headings for each section of your report. The final report should be at least 1000 word. **YOU ARE TO USE 1.15 LINE SPACING FOR YOUR MS WORD DOCUMENT**.