

Team Project Plan

Detailed Excel Videos

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F is upper case

Part I: Team Contract:

	Items	Est. Time
	Join in Groups, get contact information from each other, choose a team leader	0.5 hr
	Brainstorm: choose an area you are interested in	0.5 – 2 hr
	Research: find a data set that satisfies the requirement	1 – 3 hr
	Get approval from the instructor	0.5 hr
	Team Discuss: Variable selection, Team leader assign tasks to team members	0.5 hr
	Create Project Plan: Set milestones, meeting dates, etc.	1 – 2 hr
	Complete the team contract. (See Sample Team Project)	0.5 hr

Part II: Individual Report:

	Items	Est. Time
	Overview individual report questions	
	Watch Excel demos part 1 – part 5	1 hr
	Clean Data: identify and delete missing value, take out characters, etc.	0.5 – 1 hr
	Follow the Excel demos to complete the required analysis in Excel	1 – 3 hr
	Generate descriptive statistics <i>(Step 2)</i>	
	Generate Histogram, show the measurements of central tendency <i>(Step 3)</i>	
	Calculate mean +/- One, Two, Three Standard Deviation, show up on hist. <i>(Step 4)</i>	
	Calculate z-scores for the 5# summary <i>(Step 5)</i>	
	Use APPROPRIATE method to detect outlier <i>(Step 6)</i>	
	Run simple regression model <i>(Step 11)</i>	
	Summary <i>(Step 12)</i>	
	Use the Excel workbook to complete the individual report in Word document	1 – 3 hr
	Touch up any “show up on graph” questions, attach the Excel workbook at the end	0.5 – 1 hr
	See Sample Individual Report	
	See instructor / tutors if you have any question!!	

Part III: Team Report:

	Items	Est. Time
Prep.	Overview team report questions	
	Team Discuss: review/adjust project plan, set meeting dates for Part 3 and Part 4, etc.	0.5 – 1 hr
	Watch Excel demos part 6 – part 10	1 hr
	See instructor / tutors if you have any question!!	
Part 1	Introduction: introduce the area, identify the problem and purpose of study	0.5 hr
Part 2	Data: data collection method, identify variables, data reliability and sufficiency	0.5 hr
	Data: Consolidate individual projects summary statistics, interpret summary statistics	0.5 – 1 hr
Part 3	Modeling: techniques used in analysis	
	Multiple Regression Modeling:	
	Run multiple regression models, with 2, 3, (and 4) independent variables <i>(Step i)</i>	1 – 2 hr
	Comparison Table for model significance <i>(Step ii)</i>	0.5 – 1 hr
	Comparison Table for parameter estimates and parameter significance <i>(Step iii)</i>	
	Comparison Table for model goodness of fit <i>(Step iv)</i>	
	Using the above comparison Tables to select the best model <i>(Step v)</i>	
	Excel output w/ interpretations for model significance of the best model <i>(Step vi)</i>	0.5 – 1 hr
	Excel output w/ interpretations for parameter estimates and parameter significance <i>(Step vii)</i>	
	Excel output w/ interpretations for model goodness of fit <i>(Step viii)</i>	
	Outlier identification w/ Excel output <i>(Step ix)</i>	
	Best Model Improvement	
	Remove outliers and re-run the best model <i>(Step i)</i>	0.5 – 1 hr
	Excel output w/ interpretations for model significance <i>(Step ii)</i>	0.5 – 1 hr
	Excel output w/ interpretations for parameter estimates and parameter significance <i>(Step iii)</i>	
	Excel output w/ interpretations for model goodness of fit, compare with the Orig. Model <i>(Step iv)</i>	
	Outlier identification w/ Excel output <i>(Step v)</i>	
	Final Modeling	
	Remove outliers and re-run the best model <i>(Step i)</i>	0.5 – 1 hr
	Write down model, specify dependent and independent variables. <i>(Step ii)</i>	
	Write down the regression equation and interpret it <i>(Step iii)</i>	
	Excel output w/ interpretations for model significance <i>(Step iv)</i>	0.5 – 1 hr
	Excel output w/ interpretations for parameter estimates and parameter significance <i>(Step v)</i>	
	Excel output w/ interpretations for model goodness of fit, compare with the prev.2 model <i>(Step vi)</i>	
	Assign values for indep. var., use the regression equation to predict the dependent var. <i>(Step vii)</i>	
Part 4	Identify outliers w/ Excel output	0.5 hr
	Create Residual Plot and Normal Probability Plot to check assumptions	0.5 – 1 hr
	Comment on the model validity	0.5 hr
	Recommendations and Drawbacks	

Part 5	Future Study with any possible improvement	0.5 – 1 hr
	Summary / Conclusion	
Misc.	Title Page	0.5 hr
	Table of Contents	
	Appendix	0.5 – 1 hr
	Design the report for overall looking	0.5 – 2 hr
	Proof read and final touch up of the report	0.5 – 2 hr
	Burn a CD (for soft copy)	0.5 hr
	Binding (for hard copy)	
	See instructor / tutors if you have any question!!	