

Instructions to the Mini Case assignment

Purpose of Assignment

The purpose of this assignment is to give you the chance to solve a realistic business problem, using business productivity software and knowledge that you would have learned from the course.

Your submission will require:

- 1) A word document that contains the steps (elaborated) you took to solve the problem (Analysis Steps) and the final decision based on your analysis
- 2) An Excel file that contains the data set and the analysis steps you followed including the manipulation of the data in the data set

NB: To submit your assignment, you will need to zip all your files into a zip folder. Name the zipped folder with your first name, last name, and assignment name - for example if your name is John Doe and submitting assignment 1, then the file should be named: johndoeassignment1.zip

Grading breakdown

Your grade will be based on the content of your word file which should include all figures and tables and text created in excel, access, etc... (What is to be included is up to you. The goal of the word file is that it integrates all information necessary from identifying the problem to the solution graphs and figures and interpretation).

In other words, the statement of the problem, your analysis and how you went about it, any assumptions you may have made, and integration and explanations of your graphs and figures into the document from other sources such as excel and access. However, there will be points allocated to the individual files as explained below.

Word File	60%
Excel File	30%
Access File	0%
PowerPoint File	0%
Submission as per instructions	10%
Total:	100%

Grading Rubric

Grading Rubric	100%	80%	60%	40%	20%	0%
Word File	Great documentation of steps and clear explanation of decision, done with professionalism and cover page	Good documentation of steps and explanation of decision.	Satisfactory documentation of steps and/or explanation of decision.	Lacking documentation of steps and/or explanation.	Unclear documentation of steps and explanation of decision.	No Word File submitted
Excel File	Dataset is well organized without any errors and all analysis is clearly documented (functions, graphs, charts, etc.) to solve the problem.	Dataset is properly organized with all analysis documented to solve the problem.	Unorganized dataset with some analysis to solve the problem.	Unclear dataset and/or analysis.	Lacking dataset and/or analysis to solve the problem.	No Excel File submitted.
Access File	File contains database relevant to the client's needs and with proper titles, records and data type.	File contains database, with proper titles, records and data type.	File contains database with records.	File contains an improper database and/or records with titles and data type.	File does not contain proper database and/or records.	No Access File submitted.
PowerPoint File	Presentation is clear and organized, with great focus on the analysis done.	Presentation is good, and client can understand the explanation of the analysis.	Presentation could be better, but client can understand the explanation of the analysis.	Presentation lacks professionalism, and client can get an idea of how the analysis was done.	Presentation lacks professionalism and the client cannot understand the explanation of the analysis.	No PowerPoint File submitted.

Problem Description

In the email, you find the following problem description of your client:

Dear John,

We are happy that you will be our portfolio manager and excited to work with you on a number of business-related problems that will help our managers and executives make more data-supported decisions for the continued growth of our company and satisfaction of our clients. We have a large amount of data that we continue to capture and which we are interested in analyzing.

Professor Duberrie is a new lecture for University du Quebec a Montreal (UQAM). Due to his PHD thesis, he has lost track of time and forgot to submit his student final grades to the department. He heard about our consulting company that specialized in data analytics through a colleague and decided to see if we can help him. He asked the chair of his department for an extension for the grades submission and contacted us right away.

To submit the final grades, he needs:

- 1) all his student grades to be sorted in alphabetical order (last name or first name),
- 2) compute the weighted total for each student,
- 3) compute the grade of each student as follows:

Grade	total
A+	90 - 100
A	85 - 90-
A-	80 - 85
B+	77 - 80
B	73 - 77
B-	70 - 73
C	60 - 70
F	60-

- 4) He also asked if you could provide a statistical distribution of the student grades for his class.

Best Regards
Andrew, Planning Division, Head

Data Set

In the email, you also see this data set as an attachment to the problem description:

First name	Last name	Student number	Assign-Ments (%)	Mid-term exam (%)	Final exam (%)
John	Brown	3451237	88	72	85
Clement	Albert	5678234	74	55	84
Robert	Dessousa	3456789	55	78	62
Alex	Carter	4567890	87	55	40
Paul	Kennedy	5678901	63	78	51
Kerry	Lennington	1123456	30	65	84
Ching	Jung	1234567	50	76	84
Ann	Loyd	9012345	45	88	78
Jack	Westbury	6789012	78	74	76
Eva	Marquis	7890123	98	71	80
Albert	Smith	8901234	100	85	92
John	Nixon	1234568	73	65	72
Peter	Sevigny	2345678	61	45	60
Janice	Savage	2314678	54	59	55

Portfolio background

After speaking to your client Prof. Duberrie, you discover that the data set he provided you is the results for the assignments, the mid-term and the final exam that are worth 20%, 35% and 45% respectively. He thanks you for your quick response and is eager to hear from you soon.

Requirements

- Word file: ~1000 words
- Figures: 2 or more figures
- Tables: 2 or more tables
- Excel: Create cells; graphs; trendline; insert formula; if-the-else function; insert some statistical functions such as average explain graphs

Guidelines

From your training, you remember that the solution procedure for each client will not be straight forward with a set of steps to follow as each of their problems will be different. However, you remember the basic guidelines your trainer taught you when looking for a solution:

- 1) Type the data in Excel
- 2) Organize your data with titles
- 3) Add tables, charts and functions if needed
- 4) Add columns and rows when needed to help your analysis (sums, averages, etc)
- 5) Structure your analysis so your client can understand how you came to the solution
- 6) Highlight the cell which contains the answer(s) to your client's problem(s)

Analysis Steps

Your manager made it clear and explicit that you need to document (with brief explanation) the steps you took in order to solve your client's business problem (you can keep the steps short and basic, you do not need a paragraph for each step):

- 1) ...
- 2) ...
- 3) ...
- 4) etc.

Decision

You will need to explain to your client the solution you found for their problem (what was your logic, the premise of your decision, your alternative solutions, the recommended solution and why you recommended that solution). In the case of the professor, you will need to discuss the grade distribution you found and its implications for their class.