## Workplace Assignments

You have to retrieve and correlate statistical data at work. Do the following:

### Research

1. Identify 2 inbound and 2 outbound KPI’s for your team or section.
2. Identify the resources you will use to obtain relevant data for each KPI
3. Collect the data for each KPI for the last 2 months
4. Attach copies of all documents and lists used in your research

### Project

1. Summarise the data for each KPI
2. Compare this data with the industry standard
3. Attach copies of your summaries as well as your comparisons in written form (e.g. printouts from the computer program) as well as graph and/or table form

### Report

1. Write a report about your research and your findings. Your report must give details of:
2. Why and how you chose those specific KPI’s
3. How you collected the data from the different sources
4. Why you chose those sources of information
5. The summaries of the data
6. The comparisons of the data – remember to include graphs and/or tables
7. The conclusions you came to as a result of this research
8. Attach a copy of your report

### Work sample

1. Retrieve and correlate statistical data as required by your supervisor.
2. Present the data in the format required by your organisation
3. Attach a copy of the report signed by your supervisor to confirm that it was your work and that the data conformed to the requirements
4. Write a short report to explain the steps you followed to collect and correlate this data

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