

Digital Skills and Research Methods.

Assignment Complete!

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Introduction:

The modern business of today deploys the very latest in technology to enhance the overall business processes in order to maintain a competitive advantage over rivals and competitors.

In our current world of today, the term modern business organization means a business organization that is willing to deploy a local, national, international and global boundaryless business operation which is then networked together via modern internet networking technologies.

Allowing the business and everyone that's working within it to collaborate and work with one another on an even greater level than has ever been achieved before.

Today's modern business leverages the power of a whole suite of differing technological advancements in order to conduct business everywhere stay productive inside and outside of the office even in the event of the business having to keep itself running without the presence of an Internet connection.

Today's modern workplace takes form once an organization introduces new technology hardware and software components to their business that then creates and delivers modern advanced communication workspace environments for all their workers further allowing bosses management and workers to enjoy their work and to communicate collaborate in many new advanced exciting and differing ways.

Data Collection and Analysis:

Data analysis is undoubtedly the most crucial part of any modern business organizations research process.

Data collection and analysis means the self-gathering of any original information which is regularly collected stored accessed used and or disposed of during the research phase of a project, and the final reporting stage when delivering the overall findings of any research topic.

Data analysis allows for the summarization and synchronization of all collected data. The common modern business data analysis process would allow for the interpretation of all data gathered using common analytical and logical reasoning to then be able to detect and determine patterns relationships and or trends that could, in turn, become a beneficial enhancement to the overall business process.

Creating a Data Collection Plan:

A data collection plan is a detailed document that would describe the exact steps that would be required in the data collection plan and would also explain the order and the sequence of events that would transpire and need to be followed when gathering data for any given business process.

Four steps in the data collection process:

- 1: Identify issues and or opportunities for collecting data
- 2: Select issues and or opportunities and set goals
- 3: Plan an approach for the data collection method
- 4: Then go collect the data.

Processes of Data Collection:

Common data collection and analysis tools deploy the services of a common check sheet tool that can be used by any business organization to collect and analyse business research data.

A common generic check sheet tool can be used and adapted for a wide variety of everyday business information gathering purposes.

A common business check sheet is often a well-structured and prepared form that is used when collecting and analysing certain forms of business consumer data.

A common generic check sheet tool can also be viewed or studied in conjunction with control or flow chart

which is another form of a graph used to study how a process changes over time.

Methods of Data Analysis:

Data analysis has two prominent methods and each method has its own data collection technique,

qualitative research relies heavily on the creator's own research, word of mouth data Interviews and observations, data that you have collected that would provide evidence usually in the form of customer information details on a check sheet tool form, for the purpose of advancing qualitative business research.

Quantitative data collection methods?

To distinguish between the two types of variables qualitative and quantitative each is broken down into two sub-types or methods: qualitative data can be ordinal or nominal

quantitative data can be discrete or can emphasize the objective measurements of the statistical, mathematical, and numerical analysis of data, collected through polls questionnaires and surveys, or by manipulating other pre-existing statistical data.

Secondary data collection refers to data which has been collected by someone who is someone other than the current researcher (as in you). Common sources of secondary data include government census information collected and stored by government departments that can be accessed by ordinary people, organizational records and any other forms of data that was originally collected for other research purposes and can be accessed and randomly shared by the public in many ways.

Explaining Data Types and Sources:

Primary data is much more reliable than secondary data because It is collected by doing your own original research

Primary data collection:

Direct observation personal interviews telephone surveys written questionnaires Experiments form the backbone of many types of managerial data information gathering Telephone surveys are a common method of collecting data about random people and their current opinions on any given topic these types of collection methods are relatively inexpensive but can also be time-consuming at the same time

Secondary data collection sources

may subject to errors or discrepancies and may also contain irrelevant out-dated information secondary data is, therefore, less reliable than primary data

Ways to Collect Information

Interviews. Questionnaires and Surveys. Observations. Focus Groups.

Ethnographies Oral History, and Case Studies. Documents and Records.

Tallies Counts, Routes, Student Travel, Forms, Surveys or questionnaires Observations, Audits, Observation of Arrival or Departure, Interviews may include interviewing people one-on-one or in groups and many other data collection sources.

Methods to use when collecting data:

When collecting data that could probably be beneficial to the company or business process it's a good idea for companies to carry out their own swat analysis of the situation at hand first in order to gain even more insights into solving whatever the problem may be. The business then needs to deploy multiple trials or experiments in order to define whether the accumulated collected data and the eventual results of that data, are credible, consistent and have not been altered in any way by other random events

Why is data quality important?

Data quality is important because we need accurate and timely information to manage services and provide accurate accountability for all data collected.

Quality information is required in order to manage service effectiveness
Prioritise and ensure the best use of company resources
Promote effective communication across the whole of the business in general.

Why accuracy is so important:

Accuracy represents how close a measurement comes to its true value, when taking scientific measurements or measurements of any kind at all, you must always ensure that the measurements collected represent both accurate and precise adaptations of the data collected in order to avoid all mistakes.

Bad equipment poor data processing or human error can lead to inaccurate results that are not very close to the truth.

The only way to stay in control and improve the accuracy of data measurement is to ensure that you are using the correct data measuring tool or device in relation to the data that is being collected and control all the other variables that could alter the measurement.

Interpretation of data in statistics:

Interpretation of data statistics is the process of making sense of numerical data that has already been collected, analysed, and presented.

statistical analysis is a common method of assessing numerical data that has already been collected, analysed, and presented.

The process of analysing and interpreting data in order to make predictions is known as inferential statistics

Two main statistical methods used in data analysis:

Descriptive statistics which summarize data from a sample using indexes such as the mean or standard deviation.

Inferential statistics which draw conclusions from data that are subject to random variation.

Relevant and Appropriate Workplace Topic:

In my own previous experience of really hard and honest work, I used to be a kitchen design sales representative for the following named companies.

Previous Work Experience:

Living Design based in Glasgow,

KBBC Kitchen Company based in North London

Ultimate Interior Kitchens Studio One based in Chobham Surrey

Better Living Kitchens based in Brent Cross London.

If there is one thing that you need to know about kitchen design companies would be that many of the larger sized companies come with a lot of kits that are given (or sold) to the design sales representative who would then need to carry with them all of that kit to every single job that they attend on behalf of the company.

The actual kit would include a mock-up box cabinet with sliding draw shelf which would demonstrate the quality of the cabinets themselves and the (open-close) mechanism of the door and draw hinges. Included would also be a range of all the cabinet door fronts, drawer fronts, worktop swatches, hinges, alongside of your briefcase which would carry all the other equipment that you would need.

Such as appliance brochures NEF / Baumatic Sink and Tap brochures Accessory Brochures, Design Drawing Sheet Paper, Flexible Finance Brochure and of course spreadsheets (lots of them) that collect all the information that would be required about your current job at hand.

All customer orders and every single item associated with that order is captured via many different company orders spreadsheet forms that display the product and price of every single product item, or service product item, that the company delivers for all customers.

We would use one company order form to capture all the customer's product order data. Which would capture the price and number of cabinets required for that refurbishment job? Included would be another form that captures all the customers wet and dry appliances, electrical requirements, certificates, lighting and extras and all that information would be collected and captured on a single order form.

There would also be other forms included such as a fitting sheet required for detailing any interior work that may or may not need to be achieved before installation of the customer's new furniture could commence and be installed.

Including the removal of the old kitchen cabinets any plasterwork, tiling, first fix, electrics, and plumbing, these items would also be added onto a separate order spreadsheet. There are other detailed forms that would also need to be filled in and completed such as the flexible finance payment option.

Which allows for the sales representative to ask all customers some very personal and detailed questions about their personal financial situation their work and their salary, and if they were interested in the flexible payment plan how much they would like to pay back each month.

Conclusion:

I think that I have covered all of the major points that need to be associated with this assignment but there is also one area that I have missed out on. I am fully aware that would have been the explanation of European GDPR law. I did intend to include a passage or two but I suppose I got a little carried away when writing the body of this work. But just so that you know, I am fully aware of the process what it does and the people's rights that the new law protects.

Bibliography

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