DATA ANALYTICS INTERNSHIP TRAINING PROGRAM TIMELINE

TASK		1/6 - 1/10	1/13 - 1/24	1/27 - 3/12	3/17 - 4/17	4/21 - 5/29
KICKOFF WEEK	KICKOFF	2 HRS				
INTRO TO EXCEL OVERVIEW TRAINING	TRAINING		12 HRS			
EXCEL FORMULA AND DATA MODELING TRAINING	TRAINING			38 HRS		
POWER BI TRAINING	TRAINING				30 HRS	
INTERNSHIP PROJECT ASSIGNMENTS	REPORTING					VARIES
REPORTING TEAM 1:1 MEETINGS + COMPLETION	REPORTING					15 HRS
REPORT DELIVERIES	REPORTING					2 HRS

IMPORTANT NOTES:

*All training takes place from 5:45p - 7:45p EST three nights per week (Mondays through Thursdays)

*All client meetings will take place at varying times on weekdays at least biweekly, spanning 1 hour in length each meeting.

The client will determine meeting times based on business demands. It is our goal to provide a client meeting schedule at least 2 weeks in advance.

At least 70% attendance is required for meetings and trainings.