



PROJECT IMPLEMENTATION PLAN

11 April 2018

1. **Project Code** 18-RP-01-GE-RES-C-05
2. **Project Activity** Data Skills Program: Fundamental Course
3. **Project Reference** Project Notification 18-RP-01-GE-RES-C dated 13 March 2018
4. **Duration** 30 May–1 June 2018
5. **Venue** Tokyo, Japan
6. **Implementing Organization** APO Secretariat
7. **Number of Experts** Two international experts from Future Moves Group: Dr. Li Bo and an associate trainer

8. Background

The APO Secretariat has committed to embracing changes and fusing a forward-looking perspective into the execution of its mandate to increase the productivity and enhance the competitiveness of member countries. This is urgent in response to the swift changes in our contemporary world. The IT Revolution, which has sparked previously unimaginable changes in everyday life, has transformed digital data and information into the new currency. Although the data and information generated from technological devices are abundant, the distribution of skills related to data analysis and management remains somewhat skewed. It is therefore necessary to upgrade skills related to data analysis for more informed decision making.

The APO Secretariat is no exception. There is a pressing need to equip staff with sufficient knowledge to deal with large amounts of multidimensional data, particularly to add value to the ways in which the APO provides services to member countries.

9. Objective

This training program aims to:

- a. Introduce the principles of data analysis and management including data visualization for decision-making purposes;
- b. Provide knowledge of basic concepts and practices of predictive data analysis; and
- c. Familiarize participants with the functions, menus, and utilities for data analysis available in data-processing software programs, particularly Microsoft Excel, and for data visualization packages such as Qlik Sense.

10. Scope and Methodology

The training will provide an overview of data analysis and sampling principles; introduction to qualitative data analysis, descriptive analysis, and basic predictive analysis; using Visual Basic for Applications (VBA) in Excel; and data visualization.

Date/Time	Activity
Wednesday, 30 May 2018	Introduction to Data: Data Principles and Fundamentals Population and Sampling, Case Study on Sampling Data Cleaning and Preparation Basic Predictive Analysis
Thursday, 31 May 2018	Basic Predictive Analysis (continued) Time series analysis Coding in Excel using VBA Case Study on Time Series Analysis Data Visualization
Friday, 1 June 2018	Data Visualization using Qlik Sense Case Study on Data Visualization

11. Participants

- This training is intended for 10 participants from among APO Secretariat staff and its stakeholders in Japan such as the Japan Productivity Center, Ministry of Foreign Affairs etc.;
- Prior to the training, participants are requested to download Qlik Sense software, for which the details will be provided later; and
- To maximize the impact of the training on Secretariat operations, the selection of participants will be at the discretion of the Secretary-General.

12. Financial Arrangements

To be borne by the APO Secretariat

- Round-trip economy-class international airfare for resource persons between the international airport nearest to their place of work and Tokyo, Japan, including airport taxes;
- Hotel accommodation for resource persons for up to four days; and
- All local implementation costs including but not limited to meeting rooms, documentation, and other preparatory costs.



Santhi Kanoktanaporn
Secretary-General