



EXCEL DATA ANALYST INTERNSHIP PROGRAM TIMELINE

| TASK | | 8/19 - 8/20 | 8/21 - 9/5 | 9/9 - 10/16 | 10/21 - 10/23 | 10/28 - 10/30 | Week of Nov. 4th | 11/4 - 11/19 | 11/20 - 12/5 |
|--|-----------|-------------|------------|-------------|---------------|---------------|------------------|--------------|--------------|
| KICKOFF WEEK | KICKOFF | 4 HRS | | | | | | | |
| INTRO TO EXCEL OVERVIEW TRAINING | TRAINING | | 9 HRS | | | | | | |
| EXCEL FORMULA AND DATA MODELING TRAINING | TRAINING | | | 38 HRS | | | | | |
| EMAIL TRAINING | TRAINING | | | | 6.5 HRS | | | | |
| KPI TRAINING | TRAINING | | | | | 6.5 HRS | | | |
| INITIAL REPORT MEETINGS + ASSIGNMENTS | REPORTING | | | | | | VARIES | | |
| REPORTING TEAM 1:1 MEETINGS + COMPLETION | REPORTING | | | | | | | 20 HRS | |
| REPORT DELIVERIES | REPORTING | | | | | | | | 10 - 16 HRS |

IMPORTANT NOTES:

*All training takes place from 7:30p - 9:45p EST Mondays through Wednesdays (August through October)

*All reporting meetings with eXcelerate will take place from 7:30p - 9:45p EST Mondays through Thursdays (November)

*All client meetings will take place at varying times on weekdays at least 2 times a month, 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.