

Analysis

Analysis helps with determining areas for improvement and drives a culture for making data-driven strategies and decisions. In varying industries, generating analysis is a crucial step to improving operations and securing better opportunities.



Analysis Definition & Meaning

An analysis is a process of breaking down complicated concepts and organizing them into bite-sized ideas to simplify the process of understanding them.

This means that with an analysis document, you can gain better insights into a topic or structure and solve existing or anticipated problems.

What Is an Analysis?

An analysis is a process of gathering basic information and necessary facts to make informed interpretations of a topic. The goal of creating an analysis is to discover something, provide solutions, or express judgment. Furthermore, it involves illustrating or presenting ideas and generating conclusions.

10 Types of Analysis

Cost Analysis

When you perform a [cost analysis](#), you should study a cost summary and generate reports for its elements. It exposes hidden costs and brings factors you missed into the light. Also, you can have an idea and anticipate cost behavior concerning varying business activities.

COST ANALYSIS			
Name of the Company:			
No. of Employees:			
Date of Creation of Report:			
Analysis Report Created by:			
Cost Owned by Company to each Employee	Grade 1 Employee	Grade 2 Employee	Grade 3 Employee
Additional Employee Costs: [Indirect Costs] [Not applicable for Grade 2 and Grade 3 employees]			
Overtime Pay			
Retirement and Pension Cost			
House and Car Allowance			
Other Comments: Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.			
Signature of Authorizing Individual:			



TEMPLATE.NET

Construction Analysis

Construction analysis concerns the moving parts and the resources involved throughout the construction project. It involves careful planning while considering existing data and analyzing results. For this process, you should study equipment, and materials, resolve issues, improve safety management, and have an extensive list of other tasks.

COMPANY OVERVIEW

Provide a concise summary of your construction company, including name, complete address, the type of services you offer and projects your team handles, client markets, the members of your core team, goals and objectives, and your business strategies to achieve such aims.

Mission Statement

Provide a statement of why your construction firm exists, your overall goals, values, and philosophies.

Vision

State what your construction company wants to become in the future. This will serve as a guide and direction for your goals and objectives.

SWOT Analysis

EXTERNAL FACTORS

Opportunities

Briefly describe any of the following and how each circumstance provides your construction company with business opportunities in the construction industry:

- Market trends
- Consumer behavior
- Significant events that affect the industry
- Government regulation and policies
- Technology

Provide ways on how your construction firm can capitalize and enhance the identified opportunities.

OPPORTUNITY	CAPITALIZE AND ENHANCE

Competitor Analysis

Competitor analysis refers to gathering information regarding existing competitors with similar services and products. With this type of analysis, you can measure your performance in the competitive landscape and identify direct and indirect competitors. It helps you anchor your direction and find working strategies when making needed changes in your business processes.



Business Analysis

Business analysis helps identify areas that need improvement and resolve issues. With this, you can ensure that you have a clear view and understanding of business elements, their dependency, and results. It improves operational efficiency and financial management, mitigates risks, and establishes trust with essential stakeholders.



Market Analysis

Whatever industry you belong to, studying your market is a must to ensure you can develop targeted operations and strategies to deliver the right impact to both prospects and your existing customer base. When composing your [market analysis](#) document, you can use graphs and other visual elements to determine the patterns and interrelationships of the gathered data. Additionally, it aids in recognizing quantitative and qualitative factors that might affect your market.



Project Analysis

Project analysis is the examination of the varying project aspects. When generating a project analysis document, you should review project costs, timeline, tasks, and other essential factors. It ensures that you can undergo the varying phases while aligning your processes with your project goals.



The image displays a template for a 'Project Analysis' document. The template is presented as a white sheet of paper with a subtle drop shadow, centered on a light gray background. The paper itself has a green header section. At the top of the green section, the title 'Project Analysis' is written in a white, bold, sans-serif font. Below the title, there are two lines of placeholder text in a small, white, all-caps font: '[INSERT LETTERHEAD AND LOGO OF BUSINESS]' and '[INSERT COMPLETE BUSINESS ADDRESS]'. Further down, there are two sections for names and titles, each preceded by the text 'Prepared for:'. The first section contains three lines of placeholder text: '[INSERT NAME OF RECIPIENT]', '[INSERT POSITION/TITLE NAME]', and '[INSERT DEPARTMENT NAME]'. The second section contains three lines of placeholder text: '[INSERT NAME]', '[INSERT POSITION/TITLE NAME]', and '[INSERT DEPARTMENT NAME]'. At the bottom of the green section, there is a single line of placeholder text: '[INSERT MONTH DAY YEAR]'. Below the white sheet of paper, there are three icons: a blue Microsoft Word icon, an orange Notepad icon, and a blue document icon. In the bottom right corner of the gray background, there is a small, rounded rectangular button with the text 'TEMPLATE.NET' in a small, gray, all-caps font.

Project Analysis

[INSERT LETTERHEAD AND LOGO OF BUSINESS]

[INSERT COMPLETE BUSINESS ADDRESS]

Prepared for:

[INSERT NAME OF RECIPIENT]
[INSERT POSITION/TITLE NAME]
[INSERT DEPARTMENT NAME]

Prepared by:

[INSERT NAME]
[INSERT POSITION/TITLE NAME]
[INSERT DEPARTMENT NAME]

[INSERT MONTH DAY YEAR]

W Notepad Document

TEMPLATE.NET

Work Analysis

When undergoing projects or delegating tasks to employees or teams, running an in-depth work analysis would help your efficiency. Doing so will help you get the right people with the technical skills that best suit specific tasks. [Work analysis](#) clarifies your priorities and gives you a clear view of how an activity or job affects or contributes to the overall operations.

JOB ANALYSIS





Title of Job:			
Reporting to:		Job Status	
Description:			
Nature of work			
Work Hours per week:		Work Timings:	
Roles and Responsibilities		Level of Responsibility	Deliverables
1			
2			
3			
4			

Skills, Competencies and Knowledge Required for the Position

S.no	Critical	Desirable	Optional	Must Not Have
1				
2				
3				
4				

Experience

Education	Degree Required	Subjects	Minimum Marks/Grade
Basic Education			
College Degree			
Graduate Degree			
PhD			
Occupational Certificates			



TEMPLATE.NET

Research Analysis

The [research analysis](#) process involves evaluating quantitative and qualitative data and applying statistical or logical methods to interpret and present ideas. Planning and investigation are crucial elements of this research practice. One of its goals is to unravel the complexities of collected interview and survey data from samples by restructuring and organizing them.



Prepared by

Truman Jordan
truman@impulserc.com
February 19, 2036

Training Analysis

When developing employee training programs, administering a [training analysis](#) would ensure that you get to personalize the learning experience of your trainees to amplify its results. It involves identifying gaps in your current training processes to the current training needs. With this practice, you can address concerns and customize learning paths and courses to achieve your desired results.

[COMPANY HEADER WITH LOGO]

TRAINING NEEDS ANALYSIS

Form No. _____ Date: _____

Name of Employee: _____ Department: _____

Position: _____

MANAGING SUPERVISOR:

HR Officer In-Charge: _____

Observation Period: _____

Target Training Date: _____

INTRODUCTION

The purpose of this training needs analysis tool is to help determine the gap between an employee's current work performance and the ideal work performance expected by the company. Determining the skills, knowledge, and attitude gap of an employee will help their managing supervisor and the HR manager determine what kind of training the employee must undergo in order to improve his or her work performance. This tool will only be used by the managing supervisor and HR officer tasked to keep the employee under observation. The results of the training needs analysis will be the basis of the Training Plan for the employee to be written by the managing supervisor and the HR manager in collaboration with the employee. The employee's inputs must be considered in the final training plan.

GENERAL INSTRUCTIONS

List all the attributes (categorized into Skills, Knowledge, and Attitude) required by the employee's current job position. The employee's performance will be rated from a score range of 1 to 5, as follows: 5 = excellent; 4 = very satisfactory; 3 = satisfactory; 2 = needs improvement; 1 = poor. The perfect score is equal to the number of attributes per category multiplied by 5. The total score % is equal to the employee's total score divided by the perfect score.







SCORING GUIDELINES:

85% to 100% of the perfect score

The employee only needs minimal training and guidance by his or her managing supervisor.

66% to 84% of the perfect score

The employee must undergo intermediate training most especially for those skills that the employee significantly lacks.



TEMPLATE.NET

Gap Analysis

One method to measure your business performance and compare it with your targeted performance is through gap analysis. With this in-depth analysis, you can pinpoint differences and operational pain points. The results of your [gap analysis](#) will help you pivot your plans and strategies and respond to issues competently.



Analysis Uses, Purpose, Importance

Taking a step without understanding the reason and outcomes for the action would not get you closer to your goals. That said, learning how to analyze data and articulating them on paper is an essential skill. Read on and learn more about the other uses of analysis.

Generates Better Insights

Analysis helps you get familiar with topics, clarifies how things work, and further explains outcomes. That said, it equips you with the data you need to tackle situations and enhance processes using steps that work.

Improves Decision-Making

When you decide on something, it can be a make or break factor that can affect overall results. That said, through data analysis, you can ensure you have the necessary data and knowledge within reach to anticipate possible outcomes and make informed decisions.

Upgrades Problem-Solving Practices

The best way to solve a problem is by tracing its root cause and nipping it in the bud. The process can be complicated and taxing, but undergoing analysis would make you a more effective problem-solver.

Improves Resource Allocation

Analyzing essential details of a project and understanding its components will help you decide on the most efficient and productive approach to resource planning. It streamlines time management and engages your human resources to establish harmony and boost motivation in your workforce.

Opens New and Better Opportunities

Doing the right thing at the perfect timing creates new opportunities for you and puts a seal on existing ones. That said, when you pursue continuous improvement through analyzing data and careful observation, it boosts growth and improves the experience.

What's in an Analysis? Parts?

Introduction

When writing an analysis document, you start off by giving an introduction or brief details regarding what you want to discuss in your analysis. This is where you write your purpose for the paper and your thesis statement to engage and hook your audience.

Body Paragraph

You can have several body paragraphs to discuss your claims and assumptions and provide evidence to support them. In this component, you will detail your analysis and mention their significance.

Conclusion

The conclusion is the summary of the points discussed. It is also the part of the analysis where you will include the relevance to a broader context and specify plans and studies that are relevant.

Analysis Anatomy

Introduction

Overview

GSR Drivetrain Components is a bicycle component manufacturer based in Marin County, California, which specializes in drivetrain components for mountain bikes. The Company plans to launch its newest 3.3-speed groupset in the market, in the first quarter of next year. This competitive market analysis will look at the current trends in the market, and how the Company's new product will fare against other competitors.

Target Market

The Company's target market are mountain bikers who are looking for entry to professional level bicycle drivetrains, regardless of age and genre.

Market Analysis

There is an increasing trend of using wide-range low geared drivetrain in the mountain biking community. Eagle Components has recently released a 3x13 speed drivetrain this year, which instantly became popular among enthusiasts of different mountain biking genres.

Business Persona

Bernard Margers is an 18-year-old endurance riding enthusiast from Arizona. He prefers an affordable, quality, wide-range low geared drivetrain on his bike to easily climb between stages and tackle technical sections on downhill runs.

Body Paragraph

SWOT Analysis

METRICS	GSR Drivetrain Components	Eagle Components
Strengths	Available in 3x13, 3x11, and 3x12	Lighter and smoother than most competitors
Weaknesses	Heavy, and cost two-times less than the competing product	Expensive, and available in 3x13 speed only
Opportunities	Increasing usage of mountain bike drive trains on gravel bikes	Increasing usage of mountain bike drive trains on gravel bikes
Threats	Competitors that will be offering 3x13 and 3x12 speed drivetrains in the future	Competitors with similar offers at a more competitive price

Projected Profit & Loss Statement

DESCRIPTION	YEAR 1	YEAR 2
Sales	\$120,000.00	\$200,000.00
Cost of Sales	\$70,000.00	\$90,000.00
Gross Profit	\$80,000.00	\$110,000.00
Total Expenses	\$70,000.00	\$90,000.00
Net Profit (Loss)	\$10,000.00	\$90,000.00

Conclusion

Conclusion and Recommendations

GSR Drivetrain Components caters to mountain bikers who are looking for quality 3.3 speed drivetrains at an affordable price. It is projected that the Company will enjoy \$200,000.00 in revenue and \$110,000.00 in profit, in two year's time. It is recommended that the Company invest in technology to make its products lighter, and gain wider penetration from its target market.

How to Design an Analysis?

1. Choose an [Analysis Size](#)
2. Identify the purpose of your analysis
3. Select an [Analysis Template](#)
4. Generate an outline
5. Create your draft
6. Finalize content and print

How to Design a Analysis?

- 1 Choose an Analysis Size
- 2 Identify the purpose of your analysis
- 3 Select an Analysis Template
- 4 Generate an outline
- 5 Create your draft
- 6 Finalize content and print

Analysis vs. Summary

An analysis is a document that provides an in-depth discussion of a concept or structure and requires you to state an argument, interpretation, opinion, evidence, or conclusion on the reliability of data and its relevance and effectiveness.

A summary is a document you write to discuss topics or ideas based on the author's perspective and state the main points using your own definition.

What's The Difference Between Analysis, Report, and Evaluation?

Analysis papers give you the reason and explanation regarding changes and outcomes for better responses and smarter decisions.

A report gives you the necessary information to keep you up to date with the happenings.

An evaluation involves following specific criteria to measure performance and track the effectiveness of addressing needs and meeting objectives.

Analysis Sizes

In the US and Canada, people mostly use the standard [analysis size](#) of 8.5 inches by 11 inches, and for documents with longer content, they choose the sheet size that measures 8.5 inches by 14 inches. While in the UK and other countries, using paper with dimensions of 8.27 inches by 11.69 inches for their documents comes naturally.

Analysis Sizes	
Types of Analysis	Size (in)
US Letter Size	8.5 × 11
A4	8.27 × 11.69
US Legal Size	8.5 × 14

Analysis Ideas & Examples

People with varying professions and those that belong in varying industries will have to write analysis papers more than once in their lives. That said, here are [analysis ideas](#) and examples you can look into to guide you through the process of writing your paper or document and free you from your block.

- Analysis Ideas and Examples
- School Analysis Ideas and Examples
- Data Analysis Ideas and Examples
- Analysis Ideas and Examples for business
- Analysis Ideas and Examples for company
- Tips and ideas for Project Analysis with examples
- Research Analysis Ideas and Examples
- Ideas and Examples for startup Analysis
- Situation Analysis Ideas and Examples
- Strategy Analysis Ideas and Examples

FAQs

What is analysis in a project?

Analysis of a project is the practice of reviewing the varying project elements and resources to create a strategy to ensure the project adheres to the budget and deadlines while producing the best results.

How do you write an analysis?

When asked to write an analysis for a literary work, essay, book, process, or art, you should conduct intensive research and critical analysis to ensure you can supply the accurate and appropriate context and information in the introduction, body paragraphs, and conclusion of your paper.

Why is analysis important in a business?

A business analysis pinpoints inconsistencies and inefficiencies in your processes and helps you develop effective responses and solutions for business growth.

What is a SWOT analysis?

SWOT analysis is a strategic method of using texts and diagrams to determine the strengths and weaknesses of your operations and identify existing and possible opportunities and threats.

How do you structure a good analysis?

Writing an outline for your analysis to guide you through the writing process will help you skillfully structure and organize the ideas in your analysis.

What is root cause analysis?

Root cause analysis, as its name states, is identifying the root cause of identified problems or cases for efficient problem solving and making necessary adjustments or changes in the system.

What is situational analysis?

Situational analysis is one method in strategic management for studying internal and external factors that can affect business processes and the environment.

What is content analysis?

Content analysis refers to the research tool for analyzing patterns, relationships, and meanings in a text, image, video, and other recorded human artifacts.

What is regression analysis, and why should I use it?

Regression analysis uses statistics and a mathematical formula to measure the importance of variables and determine their impact on each other.

Why use correlation analysis in data analytics?

Correlation analysis allows you to spot relationships and make connections of variables to enhance business insights and make informed predictions.

What are the varying types of data analysis?

The types of data analysis can vary depending on your purpose for writing your analysis and the method you decide to use to draw conclusions, these types include causal analysis, predictive analysis, descriptive analysis, mechanistic analysis, and inferential analysis.

What are the five methods for analyzing qualitative data?

What are the five methods for analyzing qualitative data? When writing qualitative research, you can use plenty of methods to identify and understand the themes and patterns from your gathered data, such as discourse analysis, framework analysis, grounded theory, content analysis, and narrative analysis.