TO: Ms. Santoy

FROM: Jose Guerrero Jr

DATE: 02/29/2020

SUBJECT: Proposal for approval of Instructions Project

This is a written proposal explaining the set of instructions chosen for the task of creating and reading a csv file in python. These files of instructions were chosen for the user to obtain a better understanding of identifying the different build in functions and approaches available to open text files. Most users will often forget or had never been able to code a program able to read and analyze data from a csv file in python. By creating these instructions, they will be able to establish a solid foundation, that will eventually be their backbone for operating with csv documents.

**Problem Statement**

Python has been in the industry for three decades, yet it is still hard for an user to obtain information for a certain task such as creating a csv file. The information is there, but finding the right instructions for your task might be very tedious and tiresome. Most of the time users will come around with information of what the functions are for rather than how to use them accorently in Python. This comes to no surprise as each aspect in programming is endless. Think of each function as a Lego, the manual will tell you what the piece is and how it works, but the way it can be used for building a structure can barry from the user's personal preference or way of thinking.

Most instructors will provide you with a PowerPoint presentation to introduce you to the examples of how to operate a csv file. Book and YouTube videos will often provide helpful feedback in regards to your taks. However, most of this information will generally be of no use for specific tasks or will often take time to find, making it a hard and time consuming work for Python users.

**Solution**

By creating a set of detailed instructions explaining and applying the different functions to properly use them users will gain a better understanding of csv files. The instructions will be broken down to a point where even users who have never coded in Python will be able to understand it. These lists of instructions were created with the goal of providing proper knowledge of creating a set of instructions (codes) to open and and read a csv data file to manipulate and analyze its content.

Moreover, these sets of instructions will espify every step on how to properly create a csv file. Thus reducing the probabilities of designing a file with erroneous compilations. The instructions will provide on how to format a header, followed by appropriately inputting its corresponding data (measurements, units, variables, ect.). The instructions will also help users read in creating a loop to read each row in the csv file and import its content to a Python input for interpretation. Lastly, the list will conclude on how to correctly close the csv file for proper use and analysis.

**The Audience Beneficial**

Users will no longer spend time looking for sources on how to work with a csv file. By having this proper guidance, they will no longer approach a csv code from an erroneous or improper direction. They will be more efficient in writing a proper code for their assignments and tasks. They will no longer have the need to go online and search for help or tutorials on how to work with a csv document.

Most of the users who code and that are familiarized with python are engineers. However, these instructions are mainly used for a wide audience. Basically these instructions will be for those people who want to learn about csv files and wish to work with it. The instructions will be very simple enough to the point that anyone who is able to use a computer will be able to code and analyze a csv in Python.

 **Expertise**

I had experienced the struggle of working with csv on first hand, and have a deep knowledge of how frustrating and complicated this process could be. Most of the information I came up with was mostly related to my problem but did not actually help me solve it. I will therefore be able to explain to users how to create and read a csv file without the struggle.

**Project Plan**

I have acquired the fundamental knowledge of how to work and create csv files with Python. However, I will rely on my colleagues for feedback over the instructions. This was I will ensure that the information that I write is not only clear for me, but also for others.

Create list of instructions--Due February 27---estimate 45 minutes to 1 hour

Submit Proposal--Due February 29--estimate 2 to 3 hours

Introduce instructions to colleges--Due February 30--estimate 1 hour

Rewrite set of instructions based on feedback--Due February 31--estimate 30 minutes

Propose Final set of instructions to instructor--Due February 32--estimate 1 hour

**Authorization/Conclusion**

With this set of instructions people will be more confident when working with csv file and will be less intimidated with coding. This is often a topic most instructors or programmers take for granted, making it hard for the material to be understandable. With the instructions I will provide the users will have a better idea of how to approach and work with csv files. Users will no longer have the need to buy books in relation to programing, or look up videos with examples on csv projects. They will have the proper tools in a single documents with the proper instructions need to archive their task.