CCSMP18
Produce printed music sales reports

Overview

This is about analysing information on sales and product categories on a routine and ad hoc basis and reporting that information.

See also CCS15 Use spreadsheet software and CCS16 Use database software

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You must be able to:

P1   make sure that data you use is accurate and up-to-date

P2   carry out routine analyses at a frequency which is appropriate to the product or category type and trading patterns across the range

P3   carry out non-routine analyses without being asked, when these are needed to support decision- making

P4   select and run the appropriate analyses to allow clear identification of:

   P4.1   the sales performance and contribution of given product categories and ranges

   P4.2   the comparative performance and contribution of individual lines within a category or range

P5   quickly identify emerging patterns and variations from analyses

P6   investigate and determine the potential impact on sales of emerging patterns and distribution technologies

P7   interpret and present analyses clearly and accurately so that they can be understood readily by decision-makers

P8   communicate reports promptly and effectively in company-approved formats

P9   provide additional information and advice when needed to help others understand the results of analyses

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Knowledge and understanding

You need to know and understand:

K1   why regular analyses are needed and the importance of taking into account product or category type and emerging patterns

K2   what sorts of analysis are required on a routine and non-routine basis

K3   the numerical units used within analyses

K4   how to interpret data to identify patterns and variations

K5   how to manipulate data to allow different scenarios to be tested

K6   how to interpret and present the results of analyses in a clear and accurate manner

K7   who needs and who is authorised to see the reports produced

K8   how to communicate effectively in writing and in person

K9   how to use spreadsheet packages appropriate to your workplace

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