International Journal of Creative and Open Research in Engineering and Management
ISSN: 3108-1754 (Online)
Volume 02 Issue 11 November-2026 | Impact Factor: 3.5



A Study on Business Analysis and the Role of Project Information Tracking and Mis Reporting in Improving Operational Efficiency at H E Facade Pvt. Ltd.

Submitted by
MAYANK JAIN
MBA – Finance | Major/Minor as per programme record
Division: A2F4 | Roll No.: 14
MBA Batch 2025–27

Under the Guidance of
Meer Ali Sir

School of Business
Indira University, Pune
Academic Year 2026–27

How to Cite this Article:

JAIN, M. (2026). A Study on Business Analysis and the Role of Project Information Tracking and Mis Reporting in Improving Operational Efficiency at H E Facade Pvt. Ltd.. International Journal of Creative and Open Research in Engineering and Management, 02(11), 1-9. https://doi.org/10.55041/ijcope.v2i11.134

License:

This article is published under the terms of the Creative Commons Attribution 4.0 International License (CC BY 4.0), which permits unrestricted use, distribution, and reproduction in any medium, provided the original author(s) and the source are credited.

© The Author(s). Published by International Journal of Creative and Open Research in Engineering and Management.







https://doi.org/10.55041/ijcope.v2i11.134

ABSTRACT

The construction and facade-engineering sector depends on the coordinated movement of information across design, procurement, fabrication, site execution and commercial functions. In such a project-based environment, information may be available in different formats and with different teams. If records are incomplete, inconsistent or delayed, it becomes difficult for management to understand project status, identify dependencies and take timely action. This paper studies the role of Business Analysis, project information tracking and Management Information System (MIS) reporting in supporting operational visibility at H E Facade Pvt. Ltd., Navi Mumbai.

The study is based on the author's On-the-Job Training (OJT) experience as a Business Analyst Intern from 5 June 2026 to 5 August 2026, as recorded in the company-issued completion certificate. It follows a descriptive, exploratory and project-based case-study approach. The source material records involvement in business and market research, data consolidation and analysis, report preparation, MIS-related information, presentations, coordination, requirement identification, process observations and documentation. Secondary literature and sector sources are used to explain the concepts. No proprietary project-performance dataset or survey sample was supplied; therefore, the paper does not claim measured improvements, actual company KPIs, revenue outcomes or project completion percentages.

The analysis indicates that a common project identifier, standard data fields, clear ownership, consistent status definitions, revision control and exception-based reporting can support better coordination and management review. It recommends a phased information framework beginning with standardised trackers and an action register, followed by weekly exception reporting and a simple dashboard only after the underlying data becomes reliable.

Keywords: Business Analysis, Project Information Management, MIS, Data Validation, Excel Trackers, Construction Projects, Facade Industry, Operational Reporting.



1. INTRODUCTION

Business Analysis is the disciplined process of understanding business needs, identifying requirements, examining processes and using structured information to support decisions. In a project-oriented organisation, this role is closely connected with project information management. A project creates information at every stage: enquiry, estimation, design, approvals, procurement, fabrication, installation, inspection and handover. Each stage depends on information generated earlier and may affect the work that follows.

H E Facade Pvt. Ltd. operates in the facade design, engineering, fabrication and installation environment. The company's public positioning, as described in the OJT report, includes glass facades, curtain wall systems, ACP cladding and complete facade solutions. These activities involve multiple stakeholders such as clients, architects, consultants, suppliers, factory teams, site teams and management. A Business Analyst can help connect these information sources by organising updates, checking their quality and presenting the relevant status in a clear form.

The focus of this paper is not engineering design calculation or a financial audit of the company. It is the management of project information and the way structured trackers and MIS summaries can improve visibility. The central idea is that reporting should not end with the presentation of data. It should help answer what is pending, why it is pending, who is responsible, what dependency exists and what action is required.

1.1 Research Problem

In a facade project, information is distributed across functional activities. Drawing revisions may affect procurement; material delivery may affect fabrication; fabrication output may affect installation; and site constraints may influence completion and billing. When different teams use inconsistent project names, dates, status labels or document versions, management may need repeated clarification before acting. The research problem is therefore to examine how a structured Business Analysis approach can organise project information and make reporting more useful for coordination and decision support.

1.2 Need and Significance of the Study

The study is relevant because project information is a business resource. Reliable information helps teams understand current status, identify exceptions and maintain continuity when responsibilities move from one function to another. For management, a concise MIS view can reduce the effort required to reconstruct project status from separate updates. For operational teams, a tracker with owners and due dates can make follow-up more systematic. For a Business Analyst, the study demonstrates how classroom concepts such as process analysis, data quality, stakeholder management and performance measurement can be applied in a real business setting.

2. REVIEW OF LITERATURE

The literature reviewed in the OJT source supports the relationship between project information, communication, control and performance. Stewart and Mohamed (2003) examined the value added by information technology to project information management in construction. Their work is relevant because information systems should be evaluated in terms of how they support project processes and management needs, rather than merely by the volume of information stored.

Stewart (2007) discussed IT-enhanced project information management and its connection with performance and strategic competitiveness. This perspective supports the idea that digital tools create value when they are integrated with the organisation's actual working processes. A tracker or dashboard is useful only when the information is current, understandable and used by the people responsible for decisions and actions.

Chi, Suk, Kang and Mulva (2012) developed a data-mining-based framework for analysing multi-attribute construction project information. The study indicates the potential value of structured project data for identifying patterns. For a basic business-analysis application, however, reliable record keeping and standardisation must come before advanced analytics.

Research on Building Information Modelling (BIM), project quality and descriptive analytics, as summarised in the OJT report, points to the importance of integrating project information and visualising relevant patterns. The reviewed literature suggests a maturity sequence: maintain reliable records, standardise and validate the data, apply descriptive



analysis and visualisation, and consider automation or predictive methods only when the information foundation is stable.

Facade and glazing literature also matters to the information context. Studies on glazing technologies and building-envelope performance highlight the importance of accurate specifications and technical information. Although the present paper is not an engineering study, it recognises that drawing references, material specifications, approvals and revision histories must be managed carefully because they influence downstream project work.

2.1 Research Gap

The literature establishes the broad value of project information systems and analytics. The present case study narrows the focus to practical information management in a facade-project setting, particularly the role of a Business Analyst in translating requirements into trackers, MIS summaries, exception lists and action registers. It emphasises basic, implementable reporting discipline rather than advanced technology or predictive modelling.

3. COMPANY AND INDUSTRY PROFILE

H E Facade Pvt. Ltd. is identified in the OJT report as a Navi Mumbai-based organisation working in facade design, engineering, fabrication and installation. Its described solution areas include glass facade systems, curtain walls, ACP cladding and complete facade solutions. The company completion certificate confirms the author's internship as a Business Analyst Intern for the period 5 June 2026 to 5 August 2026 and records activities involving research, data consolidation, analysis, reporting, MIS-related information, presentations, coordination, requirement identification and documentation.

The facade sector combines features of engineering, manufacturing and construction. The value chain can involve design and engineering, material sourcing, fabrication, logistics, site installation, inspection and handover. This creates dependencies across functions. For example, an approved drawing may be required before procurement or fabrication can proceed, while installation may depend on material availability and site readiness.

The broader construction environment is influenced by infrastructure investment, material costs, technology, building-performance expectations and regulatory requirements. The OJT report refers to the National Building Code of India 2016 and relevant glass and glazing standards as part of the compliance context. For Business Analysis, the practical implication is the need for traceable specifications, approvals, revisions and supporting documents.

4. CONCEPTUAL FRAMEWORK

The study uses an integrated Business Analysis framework connecting requirement understanding, stakeholder identification, data quality, process analysis, KPI-based reporting, insight and action. The framework treats these elements as a sequence. First, the analyst understands what management or the project team needs to know. Second, the analyst identifies the source and owner of the information. Third, the information is checked for accuracy, completeness, consistency, timeliness and traceability. Fourth, the information is organised and compared with the planned position. Finally, the finding is reported with an owner, next action and target date.

Stage	Purpose	Example in a facade project
Requirement	Clarify the decision or status question	Identify which drawing approvals are pending
Source and owner	Identify who supplies and verifies information	Design team confirms drawing revision
Validation	Check accuracy and completeness	Verify drawing number, revision and approval date
Analysis	Compare actual status with plan or requirement	Review approval ageing or quantity balance
Reporting	Present key status and exceptions	MIS summary of pending approvals and dependencies
Action	Assign follow-up and closure responsibility	Owner, due date and escalation requirement

The framework also uses exception-based reporting. Routine information can remain in the detailed tracker, while overdue approvals, material shortages, quantity differences and unresolved actions receive greater attention. The purpose is to help management focus on issues that may affect downstream activities.



5. RESEARCH OBJECTIVES

- To understand the business and project-information flow at H E Facade Pvt. Ltd. across design, procurement, fabrication, site and management functions.
- To examine how project-related information can be organised through structured trackers, MIS formats and management-ready summaries.
- To study the role of data validation, planned-versus-actual comparison, gap analysis and action-item tracking in project reporting.
- To identify practical improvements in information standardisation, coordination, reporting and follow-up based on the internship observations.

6. RESEARCH METHODOLOGY

6.1 Research Design

The study follows a descriptive, exploratory and project-based case-study approach. It describes the information-management context and explores how basic Business Analysis methods can support project visibility. It does not test a statistical hypothesis or claim a causal relationship between a particular tool and measured company performance.

6.2 Sources of Data

Primary learning is drawn from the author's OJT exposure and the tasks recorded in the company-issued completion certificate and internship report. These include business and market research, consolidation and analysis of business data, report and summary preparation, maintenance of business records and MIS-related information, presentations, internal coordination, requirement identification, process observations and documentation. Secondary information is drawn from the company's public website, sector information, BIS material and the academic literature listed in the OJT report.

Illustrative tracker examples are used only to explain how information may be organised. They are not actual H E Facade project records. No confidential company dataset, audited financial information, verified project-level KPI series or survey responses were provided for this paper.

6.3 Unit of Analysis

A conventional respondent sample was not used. The unit of analysis is the business process or information object, such as a drawing, procurement item, fabrication activity, site activity, commercial item or coordination action.

6.4 Tools and Techniques

- Structured Excel-style tables and trackers for organising project information.
- Sorting, filtering and consistent status categories to retrieve relevant records.
- Basic Excel functions such as SUM, AVERAGE, COUNT and IF, along with percentage calculations.
- Conditional formatting, pivot tables and charts for summarising information where suitable.
- Data validation and completeness checks before preparing MIS reports.
- Planned-versus-actual comparison, gap identification and action-item follow-up.

6.5 Methodological Process

Step	Activity	Expected output
1	Understand the requirement and management question	Defined information need
2	Identify source, stakeholder and information owner	Source and responsibility mapping
3	Collect and organise relevant information	Structured tracker or record
4	Validate fields, dates, status and revisions	Checked information
5	Compare planned and actual position; identify gaps	Exceptions and observations
6	Prepare MIS summary and communicate findings	Management-ready report
7	Record owner, due date and next action	Action register and follow-up



7. ANALYSIS AND DISCUSSION

7.1 Information Flow Across Project Functions

The project information flow is interdependent. Design information establishes requirements and revisions. Procurement information indicates whether required materials have been ordered and when they are expected. Fabrication information records planned, completed and balance quantities. Site information tracks installation progress, constraints and readiness. Commercial information may include quotations, purchase orders, billing and payment status. Coordination information connects open issues with owners and target dates.

A common project identifier can connect these records. Without a common identifier, similar project names or differently formatted references may make it difficult to consolidate information. The analyst's role is to help define the common fields and ensure that each update can be traced to a source and responsible owner.

7.2 Importance of Data Quality

The OJT report identifies accuracy, completeness, consistency, timeliness and traceability as important dimensions of information quality. These dimensions are directly relevant to project reporting. An incorrect drawing revision may cause a team to refer to an outdated requirement. A missing expected-delivery date may prevent timely procurement follow-up. An unclear status may cause different teams to interpret the same activity differently. A report should therefore include validation before information is presented to management.

Data-quality dimension	Practical check
Accuracy	Does the entry match the source document or confirmed update?
Completeness	Are mandatory fields such as project ID, owner and date filled?
Consistency	Are status labels, units and date formats used uniformly?
Timeliness	Was the information updated within the required review period?
Traceability	Can the source, revision and last confirmation be identified?

7.3 Role of MIS Reporting

MIS reporting converts operational information into a structured view for review. A useful MIS should not merely reproduce raw entries. It should separate baseline information from current status, highlight overdue or critical items, and show ownership and next action. The level of detail should match the audience: project teams may need the detailed tracker, while senior management may need a concise summary of exceptions, dependencies and decisions required.

7.4 Planned-versus-Actual and Gap Analysis

Planned-versus-actual comparison helps identify where current progress differs from the expected position. For a fabrication or site activity, the tracker may contain planned quantity, completed quantity and balance quantity. For approvals, it may contain planned date, actual approval date and ageing. A gap should not automatically be treated as a failure; it should be examined in context. The analyst should identify whether the difference is associated with a drawing revision, material availability, supplier update, site constraint or another dependency.

7.5 Action Tracking and Exception Reporting

A status becomes more useful when it is linked with an owner, target date and next action. An action register can record the issue, responsible person, date raised, due date, current status, dependency and escalation requirement. A weekly exception report can focus attention on items that are overdue, blocked or likely to affect downstream work. This creates a link between reporting and action rather than treating reporting as an end in itself.

7.6 Illustrative Tracker Structure

The following table is a proposed format based on the OJT report's illustrative appendix. It is a template only and does not represent actual company performance.



Project / work package	Activity	Owner	Planned date	Current status	Dependency / next action
Project A	ACP elevation	Site team	Planned end date	In progress	Confirm material dispatch
Project B	Drawing revision approval	Design team	Planned approval date	Pending	Follow up for approval
Project C	Glass order	Procurement	Expected delivery date	Partially received	Confirm balance delivery

The table illustrates the type of information that can be captured. Actual dates, quantities, project names and owners should be entered only from authorised company records. The format should be adapted to the organisation's existing workflow and should not create unnecessary duplicate reporting.

8. MAJOR FINDINGS

- Project information in a facade business is distributed across design, procurement, fabrication, site execution, commercial and coordination activities.
- The usefulness of MIS depends on the quality and consistency of the underlying information. Validation should occur before management reporting.
- Common project identifiers and standard status definitions can make information easier to consolidate and compare.
- Planned-versus-actual comparison can help identify exceptions, but the reason and dependency behind a variance should also be examined.
- Ownership, target dates and next actions make an issue more actionable than a status description alone.
- A concise exception report can help management focus on overdue or blocked activities instead of reviewing every routine record in equal detail.
- Advanced dashboards and automation should follow stable data definitions and consistent update practices.

These findings are qualitative and are based on the internship material and conceptual analysis. They should not be interpreted as measured improvements or as evidence that a particular control has already been implemented across the company.

9. RECOMMENDATIONS

9.1 Establish a Common Project Information Framework

Create a master project list with a unique project identifier. Use that identifier across the drawing, procurement, fabrication, site, commercial and coordination trackers. Define mandatory fields and standard status values so that information can be consolidated without repeatedly interpreting different formats.

9.2 Standardise Core Trackers

Develop simple functional trackers for drawings and approvals, procurement, fabrication, site execution and commercial follow-up. Each tracker should contain only fields that support a defined business requirement. A common core should be maintained while allowing project-specific fields where necessary.

9.3 Introduce an Action-Item Register

Record each unresolved issue with a clear description, responsible owner, date raised, target closure date, status, dependency and next action. Review open items regularly and define an escalation path for overdue or critical actions.

9.4 Prepare Weekly Exception Reports

Prepare a concise weekly report that highlights overdue approvals, material risks, quantity differences, delayed activities and unresolved dependencies. The report should explain the business significance of each exception and identify the decision or follow-up required.



9.5 Apply Document and Revision Control

Maintain clear document names, revision numbers, approval status and dates. Make the latest approved version distinguishable from earlier versions. This is particularly important where design information influences procurement, fabrication and site execution.

9.6 Introduce Dashboards in Phases

Begin with reliable trackers and validated MIS summaries. Once the fields, definitions and update responsibilities are stable, management may consider a simple dashboard. Automation should support a clear process rather than automate inconsistent records.

9.7 Review and Improve the Reporting Process

Periodically seek feedback from the people who update and use the trackers. Remove fields that do not support decisions, address recurring missing information and adjust review frequency to the speed and importance of the process.

10. LIMITATIONS OF THE STUDY

- The study is based on a single organisational case and the author's internship exposure.
- No verified proprietary project dataset, audited financial statements for the specific analysis, or longitudinal performance records were supplied.
- No questionnaire-based survey or statistical sample was used.
- Illustrative tracker examples are explanatory templates and must not be treated as actual company records.
- The study does not quantify the impact of MIS or tracking on cost, productivity, revenue, project duration or customer satisfaction.
- The paper focuses on business information management and does not evaluate technical facade design or engineering performance.

11. SCOPE FOR FUTURE RESEARCH

Future research may examine the effect of standardised project trackers on update timeliness, action closure, approval ageing and reporting effort. A later study could collect authorised historical project data and compare performance before and after implementation. Further work may also study supplier-performance indicators, document-management integration, BIM-linked reporting and dashboard automation. Such research would require clearly defined measures, a suitable observation period and permission to use company information.

12. CONCLUSION

This study examined the role of Business Analysis, project information tracking and MIS reporting in a facade-project environment, using the OJT experience at H E Facade Pvt. Ltd. as its case context. The study shows that project information moves across several connected functions and that the usefulness of management reporting depends on the quality, consistency and traceability of the information being reported.

A Business Analyst can contribute by understanding requirements, identifying information owners, organising records, validating data, comparing planned and actual status, highlighting exceptions and connecting findings with actions. The most practical starting point is not a complex analytics platform. It is a common project identifier, standard fields, clear ownership, revision control, an action register and regular exception review.

The paper's conclusions are qualitative because no verified company-level performance dataset was available. It therefore recommends a phased approach and treats dashboards or advanced analytics as future possibilities after data quality and process discipline are established. Overall, the study highlights that reliable information is an important support for coordination, management visibility and evidence-based decisions in project-driven businesses.



REFERENCES

Chi, S., Suk, S.-J., Kang, Y., & Mulva, S. P. (2012). Development of a data mining-based analysis framework for multi-attribute construction project information. Advanced Engineering Informatics, 26(3), 574–581. https://doi.org/10.1016/j.aei.2012.03.005

Francom, T. C., & El Asmar, M. (2015). Project quality and change performance differences associated with the use of Building Information Modeling in design and construction projects. Journal of Construction Engineering and Management, 141(9). https://doi.org/10.1061/(ASCE)CO.1943-7862.0000992

H E Facade Pvt. Ltd. (2026). Official company website and About Us information. https://www.hefacade.in/

H E Facade Pvt. Ltd. (2026). Internship Completion Certificate issued to Mayank Jain, dated 15 August 2026.

International Institute of Business Analysis. (2015). A Guide to the Business Analysis Body of Knowledge (BABOK Guide) (Version 3). IIBA.

Project Management Institute. (2021). A Guide to the Project Management Body of Knowledge (PMBOK Guide) (7th ed.). PMI.

Stewart, R. A. (2007). IT enhanced project information management in construction: Pathways to improved performance and strategic competitiveness. Automation in Construction, 16(4), 511–517. https://doi.org/10.1016/j.autcon.2006.09.001

Stewart, R. A., & Mohamed, S. (2003). Evaluating the value IT adds to the process of project information management in construction. Automation in Construction, 12(4), 407–417. https://doi.org/10.1016/S0926-5805(03)00006-2

Bureau of Indian Standards. (2016). National Building Code of India 2016. BIS. https://www.bis.gov.in/standards/national-building-code/

Bureau of Indian Standards. (2019). IS 16231 (Part 1):2019 – Use of Glass in Buildings: Code of Practice, Part 1: General Methodology for Selection. BIS.

India Brand Equity Foundation. (2026). Infrastructure Sector in India. https://www.ibef.org/industry/infrastructure-sector-india

School of Business, Indira University. (2026). SOB (MBA) OJT Handbook: Batch 2025–27.

APPENDIX: SUGGESTED MIS FIELDS

Information area	Suggested fields
Project master	Project ID, project name, client, project stage, overall status
Design	Drawing number, revision, approval status, approval date, ageing
Procurement	Material, supplier, order status, quantity, expected delivery, risk
Fabrication	Work package, planned quantity, completed quantity, balance, status
Site	Location/elevation, installed quantity, constraints, readiness, progress status
Commercial	Quotation, purchase order, billing status, payment status, pending action
Coordination	Issue/action, owner, date raised, due date, status, dependency, escalation

Note: The paper has been prepared from the uploaded OJT report and its cited bibliography. Company-specific numerical results have not been invented. The student should confirm the final title, mentor details, institutional formatting requirements and permission to disclose any company information before submission.