# Tableau Dashboard Documentation Template

## 1. Dashboard Overview

Provide a high-level overview of the dashboard, including purpose, audience, and key business questions addressed.

## 2. Data Sources

List and describe all data sources used in the dashboard. Include details such as system name, tables, refresh frequency, and owner.

## 3. KPIs & Metrics

Define all key performance indicators and metrics displayed. Include formulae, calculation logic, and business relevance.

## 4. Filters & Parameters

Document all filters and parameters available to users, including their purpose and default settings.

## 5. Dashboard Navigation

Explain how users should navigate the dashboard. Highlight tabs, drill-downs, tooltips, and interactive elements.

## 6. User Instructions

Step-by-step guide on how to use the dashboard effectively, including examples of typical user queries.

## 7. Access & Security

Detail user access roles, permissions, and data security measures.

## 8. Maintenance & Ownership

Specify dashboard owner, maintenance frequency, escalation contacts, and change management process.

## 9. Change Log

Maintain a log of all modifications, including date, description, and responsible person.