# 📊 Tableau Dashboard Documentation Template

This template is designed to help document Tableau dashboards in a structured, user-friendly manner. Fill in each section with the relevant information for your dashboard.

## 1. Dashboard Overview

🔹 Describe the dashboard purpose, intended audience, and business objectives.

## 2. Data Sources

🔹 List all connected data sources with details: system, tables, refresh frequency, owner.

## 3. KPIs & Metrics

🔹 Define KPIs/metrics, include formulas or business definitions for clarity.

## 4. Filters & Parameters

🔹 Document filters/parameters, their purpose, and default values.

## 5. Dashboard Navigation

🔹 Outline navigation (tabs, drill-downs, tooltips, interactivity).

## 6. User Instructions

🔹 Provide simple steps on how to use the dashboard effectively.

## 7. Access & Security

🔹 Detail roles, permissions, and data governance policies.

## 8. Maintenance & Ownership

🔹 Add owner contact, maintenance schedule, escalation process.

## 9. Change Log

🔹 Maintain log of updates: date, change description, responsible person.

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| --- | --- | --- |
| Date | Description of Change | Owner/Editor |