**PO Dashboard - Power BI Project**

**Purpose**

The PO Dashboard is designed to provide a comprehensive overview of purchase order (PO) data. This Power BI report facilitates decision-making by offering actionable insights into key metrics, such as PO volume, costs, processing times, and request status. The dashboard helps streamline procurement processes, improve efficiency, and identify bottlenecks.

**Key Features**

**Page 1: Overview of PO Data**

1. **Total Number of POs and Costs**: Displays the total number of POs and their associated costs for selected timeframes.
2. **PO Status Overview**: A pie chart showing the distribution of POs by status (e.g., Completed, Rejected).
3. **Top Requesters by Number of POs**: Highlights the most frequent requesters, helping identify patterns of usage.
4. **Total Value of Rejected POs**: Displays the monetary value of rejected POs, aiding in financial analysis.
5. **Average Processing Time**: Provides the average time taken to process POs, converted into days for better clarity.
6. **Top Suppliers**: Identifies suppliers most frequently used, assisting with supplier performance tracking.
7. **Budget Code Insights**: Highlights the most frequently used budget codes, ensuring alignment with financial policies.

**Page 2: Consolidated PO Insights**

1. **Consolidated PO Analysis**: Displays the total number of consolidated POs.
2. **Average Processing Time by Month**: Line chart showing how processing times vary across months, helping identify seasonal trends and between team members showing who is most efficient and who could do with a bit of training.
3. **PO Status by Email and Reject Reasons**:
   * Identifies the most common reasons for rejections.
   * Word cloud visualization summarizing rejection reasons.
4. **Construction Line Analysis**: Pie chart showing whether POs fall under specific construction-related categories.
5. **Weekly Trends**: Analysis of PO submissions by day of the week to identify workload patterns.

**Page 3: Item Product Code Analysis**

1. **Most Frequently Used Product Codes**:
   * Bar chart displaying the most requested product codes.
   * Helps in inventory planning and procurement decisions.

**Insights**

1. **Efficiency Tracking**:
   * Highlights average processing times, revealing bottlenecks or delays in PO management.
2. **Requester and Supplier Trends**:
   * Identifies frequent requesters and suppliers, helping prioritize key relationships.
3. **Rejection Analysis**:
   * Provides clarity on common rejection reasons and areas for improvement in the approval process.
4. **Budget Alignment**:
   * Tracks usage of budget codes, ensuring adherence to financial guidelines.
5. **Seasonal and Weekly Patterns**:
   * Identifies when and by whom most POs are processed, aiding in resource allocation and planning.

**Technical Details**

* **Tool Used**: Power BI
* **Visualizations**: Pie charts, bar charts, line charts, word clouds, and key metric cards.
* **Filters**:
  + Time-based: Year and Month filters.
  + Status-based: Completed, Rejected, Allocated, Submitted.

**How to Use**

1. **Dynamic Filtering**:
   * Use filters to view data by specific timeframes or categories.
2. **Interactive Exploration**:
   * Drill down into key metrics for detailed analysis.
3. **Collaboration**:
   * Share insights with stakeholders to drive process improvements