**Project Steps for Power BI**

**Project Steps:**

1. Requirement Gathering (BRD/FRD)
2. Data Collections (Database/CSV/Excel)
3. Data Modelling
4. Data Cleaning / Data Pre-processing
5. UI Reports (Charts/Custom charts)
6. Additional Information (Dax calculations)
7. RLS
8. Created workspace (Provide workspace access within team)
9. Publish
10. Dashboard
11. Gateway
12. Schedule refresh
13. Add Roles, Subscribe, alerts
14. Share the report
15. Create App and share
16. **Project Overview:**
    * Provide a brief introduction to the project, its purpose, and objectives.
    * List the stakeholders and their roles in the project.
    * Mention the date of the document creation and the latest update date.
17. **Data Sources:**
    * List all the data sources used in the project.
    * Mention the connection details and data refresh schedules (if applicable).
    * Document any data transformations and cleaning steps performed.
18. **Data Model:**
    * Describe the structure of the data model used in Power BI.
    * Include details about relationships between tables and any calculated columns or measures created.
19. **Report Design:**
    * Explain the design principles and considerations used for creating the reports and dashboards.
    * Include mockups or images of the report layouts.
20. **Report Interactivity:**
    * Describe any filters, slicers, or other interactive elements used in the reports.
    * Explain the reasoning behind these choices and how they enhance the user experience.
21. **Data Visualization Guidelines:**
    * Provide guidelines for choosing appropriate visualizations for different types of data.
    * Include any branding or color schemes used in the reports.
22. **Project Requirements:**
    * Document the initial project requirements and how they were addressed.
    * Include any feedback received from stakeholders during the development process.
23. **Security Considerations:**
    * Explain how data security and privacy were maintained in the Power BI project.
    * Detail any role-based access controls or data-level security implemented.
24. **Performance Optimization:**
    * Describe any steps taken to optimize report performance.
    * Include information on aggregations, indexing, and data load strategies.
25. **Troubleshooting and Maintenance:**

* Provide guidance on how to troubleshoot common issues in the Power BI project.
* Include information on regular maintenance tasks and best practices.

1. **Deployment and Distribution:**

* Explain how the Power BI reports are deployed and shared with end-users.
* Describe any distribution platforms or portals used.

Remember that each Power BI project is unique, and the documentation should be tailored to suit the specific requirements and complexities of your project. The examples listed above are general guidelines and can be adapted as needed for your particular case. Always involve relevant stakeholders to ensure the documentation is comprehensive and meets the project's objectives.