# Checklist for Power BI Report Requests

This checklist ensures that new Power BI reports are built to meet stakeholder requirements, adhere to best practices, and maintain high quality and consistency.

## 1. Data Preparation

All necessary data sources are accessible and connected.

Data transformations are clearly documented.

Data cleansing has been performed to remove errors and inconsistencies.

Data model is optimized (e.g., relationships, cardinality, calculated columns).

## 2. Report Design

Layout is user-friendly, with intuitive navigation.

Visualizations effectively communicate the data story (e.g., appropriate chart types).

Filters, slicers, and drill-throughs are configured for interactivity.

A consistent color scheme and branding are applied.

Titles, labels, and descriptions are clear and concise.

## 3. Performance Optimization

Queries are optimized to reduce load times.

Aggregations and data summaries are used where appropriate.

Unused columns and tables are removed from the data model.

DAX calculations are efficient and avoid unnecessary complexity.

## 4. Validation and Testing

Data accuracy has been validated against the source.

Calculations and measures are tested for correctness.

Report visuals match stakeholder requirements and expectations.

Filters and interactivity behave as intended.

## 5. Documentation

Data Definitions and Data Dictionary are completed.

Key assumptions, limitations, and calculation logic are included.

Instructions for using the report are provided (e.g., navigating, filters).

Version control and change history are maintained.

## 6. Ongoing Maintenance

A maintenance plan is in place for updates and enhancements.

Regular checks for data source connectivity and refresh errors.

Stakeholder feedback mechanism is established for future improvements.