

Scope and Quotation for Power BI KPI Dashboard and Microsite Development

Client: Malaysia Petroleum Resources Corporation (MPRC)

Project: KPI Dashboard and Microsite Development

Date: July 9, 2025

1. Project Overview

The aim of this project is to create an interactive Power BI KPI dashboard to visualize key performance indicators, sourced initially from Excel files in SharePoint. This dashboard will then be embedded into a dedicated microsite, providing easy access and a streamlined user experience for Malaysia Petroleum Resources Corporation.

2. Scope of Work

Phase 1: Data Preparation & Modeling (Power BI)

Data Source Integration:

- Connecting Power BI to multiple Excel files stored in SharePoint
- Initial assessment of Excel file structures and data quality
- Data cleaning, transformation, and shaping using Power Query (e.g., handling missing values, data type conversions, unpivoting)

Data Modeling:

- Establishing relationships between different data tables
- Creating calculated columns and measures (DAX) to derive key metrics and insights
- Optimizing the data model for performance and ease of use

Phase 2: Power BI Dashboard Development

Dashboard Design & Visualization:

- Designing an intuitive and visually appealing Power BI dashboard layout
- Creating relevant charts, graphs, tables, and KPIs to represent key data points
- Implementing interactive elements (e.g., filters, slicers, drill-through capabilities) for in-depth analysis
- Ensuring responsiveness for different screen sizes (desktop, tablet)

Reporting & Iteration:

- Developing 1-3 key report pages based on initial requirements (Number of pages can be adjusted based on detailed requirements)
- Up to 2 rounds of revisions based on client feedback

Power BI Service Publishing:

- Publishing the developed dashboard to the Power BI Service

Phase 3: Microsite Development & Integration**Microsite Setup:**

- Creation of a simple, static microsite (e.g., using HTML/CSS/JavaScript or a lightweight CMS like WordPress for a single page/few pages)
- Basic design and branding integration (client logo, color scheme)
- Domain and hosting setup (if required and not already provided by client - annual costs for these are separate)

Power BI Embedding:

- Securely embedding the Power BI dashboard into the microsite
- Ensuring seamless user experience and proper display
- Implementing necessary authentication/authorization if required (assuming Power BI Pro user access will be managed within Power BI Service)

Phase 4: Testing & Deployment**User Acceptance Testing (UAT):**

- Facilitating client UAT to ensure the dashboard and microsite meet expectations

Deployment:

- Final deployment of the microsite and Power BI dashboard

Handover & Basic Training:

- Providing documentation on data refresh process and basic usage of the dashboard
- One session of basic training for relevant users (e.g., Power BI Service navigation, dashboard interaction)

3. Out of Scope

- Complex data warehouse development
- Integration with systems other than SharePoint Excel files
- Advanced custom visuals requiring significant development
- Ongoing data entry or data cleansing beyond initial setup
- Extensive user management or security configurations beyond standard Power BI Service sharing
- Advanced features for the microsite (e.g., e-commerce, user logins for the microsite itself, complex forms, backend databases for the microsite)
- SEO optimization for the microsite beyond basic setup
- Content creation for the microsite (text, images - to be provided by client)
- Power BI Premium capacity licensing

4. Quotation

A. Service Fees

Item	Description	Estimated Effort (Man-days)	Rate (RM/day)	Total (RM)
Power BI Development				
Data Preparation & Modeling	Initial data assessment, cleaning, transformation (Power Query), data modeling (DAX)	6.5	990	6,435
Dashboard Design & Visualization	Creating interactive visuals, layout, slicers, drill-through (For 1-3 reports)	5	990	4,950
Microsite Development				
Microsite Setup & Design	Simple HTML/CSS/JS or lightweight CMS setup, basic branding (1-3 pages)	4	880	3,520
Power BI Embedding & Integration	Secure embedding, ensuring responsiveness	1.5	880	1,320
Project Management & QA				
Project Management	Communication, planning, coordination	2.5	935	2,337.50
Testing, Deployment & Training	UAT, final deployment	1.5	935	1,402.50
Sub-total for Services		21 man-days		RM 19,965
B. Licenses & Subscriptions				
Power BI Pro Licenses		2 users × 6 months	66	792.00
Microsite Hosting & Domain			prorated	110.00
Total Estimated Cost				RM 20,867

B. Licenses & Subscriptions

Power BI Pro Licenses:

- Cost per user/month (starting April 1, 2025): USD 14.00 (approx. RM 66.00 based on current exchange rate 1 USD = 4.70 MYR)
- 2 users for 6 months: $2 \text{ users} \times 6 \text{ months} \times \text{RM } 66.00/\text{user/month} = \text{RM } 792.00$

Microsite Hosting & Domain (if required and not provided by client):

- Domain Name (.com / .my): RM 60 - RM 120 per year
- Shared Hosting: RM 100 - RM 600+ per year
- Estimated Microsite Hosting & Domain (6 months prorated): RM 110.00

C. Total Estimated Project Cost

- Services: RM 19,965
- Power BI Pro Licenses: RM 792.00
- Microsite Hosting & Domain (Prorated): RM 110.00

Total Estimated Cost: RM 20,867

5. Payment Schedule

- **Upfront Payment:**
30% upon signing the agreement (RM 6,260.10)
- **Milestone 1 Completion:**
60% upon Power BI Dashboard development completion and Microsite development and Power BI embedding completion (RM 12,520.2)
- **Final Payment:**
10% upon project completion and handover (RM 2,086.70)

6. Timeline

The estimated timeline for this project, from initiation to deployment, is approximately **4-6 weeks**, depending on the complexity of data and responsiveness for feedback.

7. Assumptions & Next Steps

Assumptions:

- All required Excel data files are accessible from SharePoint and contain consistent data structures
- Client will provide necessary access to SharePoint, Power BI tenant, and any other relevant systems
- Client will provide timely feedback and content (e.g., branding guidelines, specific text for microsite) during all project phases
- The scope of reports and dashboard complexity is limited to 1-3 key pages with standard Power BI visuals
- Microsite is a simple, static site primarily for embedding the Power BI dashboard, without complex backend integrations or user authentication beyond Power BI itself
- Power BI Pro licenses are assumed to be managed by the client or acquired through this quotation

Next Steps:

1. Detailed discussion to refine requirements and data sources
2. Finalization of the exact number of reports/dashboards and microsite pages
3. Formal agreement and contract signing

Please note: This is an estimated quotation. A more precise quote can be provided after a detailed requirements gathering session and a review of the actual data complexity and desired dashboard/microsite features.

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