

Executive Summary Dashboard/Report Plan:

Steps to Create a Power BI Dashboard

1. Prepare Your Data:
 - Ensure your childcare cost dataset is clean and formatted correctly. Common formats include Excel, CSV, or a database connection. Will provide the below nationaldatabaseofchildcare.xlsx dataset which is already cleaned and ready to use. No cleanup needed.
2. Import Data into Power BI:
 - Open Power BI Desktop.
 - Click on 'Get Data' and select the appropriate data source (e.g., Excel, CSV, SQL Server).
 - Load nationaldatabaseofchildcare.xlsx dataset into Power BI.
3. Transform Data (if needed):
 - Use the Power Query Editor to clean and transform your data.
 - Perform operations like removing duplicates, filtering rows, and creating new calculated columns if necessary.
4. Create Relationships (if using multiple tables):
 - If your dataset includes multiple tables, establish relationships between them in the Model view.
5. Build Visualizations:
 - Drag and drop fields from your dataset onto the canvas to create visualizations such as bar charts, line charts, pie charts, and maps.
 - Customize the visualizations by adjusting properties like colors, labels, and titles.
6. Create a Dashboard Layout:
 - Arrange your visualizations on the canvas to create a cohesive dashboard layout.
 - Use slicers and filters to allow users to interact with the data.
7. Add Interactivity:
 - Enable drill-throughs, tooltips, and other interactive features to enhance user experience.
 - Use bookmarks and buttons to create navigation within the dashboard.
8. Publish and Share:
 - Once your dashboard is ready, publish it to the Power BI Service.

- Share the dashboard with your team or stakeholders by providing access through the Power BI Service.

9. Training:

Provide hands on trainings on Power BI visualization creation and share useful videos from Youtube or <https://www.udemy.com/> to learn more about it.

Useful Links for Power BI Document Creation:

- [Power BI Dashboard Tutorial - DataCamp](#)⁵
- [Create reports and dashboards in Power BI - Microsoft Learn](#)⁶
- [Power BI Dashboard Tutorial - YouTube](#)³
- [Power BI for Beginners - YouTube](#)⁴

Snapshot Of a Power-BI sample Dashboard:

