1. Reports Page — Understanding Report Health & Usage

“Let’s start with the Reports section. This part of the app helps us understand the overall health of our reporting environment — what’s being used, what’s outdated, and what needs attention.”

✅ Report Status Count (Bar Chart)

“This chart shows how many reports are Active, Inactive, or Outdated. We determine this by looking at the datasets behind each report — if the dataset is refreshable, the report is considered active. If not, it’s inactive. And if the dataset is over a year old, we flag it as outdated. This helps us quickly spot reports that may be showing stale or unreliable data — and take action to clean them up.”

✅ Report Status Share (Pie Chart)

“This is the same breakdown, but shown as a percentage. It gives us a high-level view of the reporting environment. If a large portion of reports are inactive or outdated, that’s a red flag — and it helps governance teams prioritize cleanup.”

✅ Top Datasets by Report Count

“This chart shows which datasets are powering the most reports. These are our most critical data sources — and they need to be monitored closely. If one of these datasets fails to refresh, it could impact dozens of reports. This helps us focus our governance efforts where they matter most.”

🗂️ 2. Dataset Page — Monitoring Data Quality & Lifecycle

“Next, let’s look at the Datasets section. This is where we assess the freshness, reliability, and structure of the data that feeds our reports.”

✅ Dataset Status vs. Freshness

“This chart compares two things:

- Whether a dataset is Active or Inactive (based on refreshability)
- Whether it’s Recent or Outdated (based on creation date) It helps us catch risky combinations — like datasets that are still active but haven’t been updated in over a year. That’s a governance issue waiting to happen.”

✅ Dataset Creation Timeline

“This timeline shows when each dataset was created. It gives us a sense of how old our data sources are. Older datasets aren’t always bad — but if they haven’t been reviewed or updated in a long time, they may no longer be reliable.”

✅ Refreshable vs. Non-Refreshable Datasets

“This chart shows how many datasets are still connected to live data sources. Non-refreshable datasets can lead to outdated reports — so this helps us ensure that our reporting is built on live, trustworthy data.”

✅ Report vs. Dataset Status Heatmap

“This heatmap shows the relationship between reports and the datasets they rely on. If we see a lot of reports built on outdated or inactive datasets, that’s a red flag. It helps us trace the root cause of data quality issues — and fix them at the source.”

👥 3. Users Page — Managing Access & Permissions

“Now let’s move to the Users section. This is all about access control — who has access to what, and whether that access is appropriate.”

✅ Group User Access Rights

“This chart shows how users are distributed across different roles — Admin, Member, Contributor, Viewer. It helps us answer key governance questions like:

- Are there too many users with admin rights?
- Are permissions aligned with responsibilities? Over-permissioned users can lead to accidental data exposure — so this is critical for security.”

✅ Workspaces by Email Domain

“This chart groups users by their email domain and shows how many workspaces each domain is involved in. It’s especially useful for spotting external users or third-party vendors who have access to internal workspaces. If we see a non-corporate domain with access to multiple workspaces, that’s something we may want to review or restrict.”

📈 4. Activity Analysis — Tracking Usage & Engagement

“Finally, let’s look at the Activity Analysis section. This part of the app helps us understand how Power BI is actually being used — by whom, when, and how often.”

✅ Artifact Access Heatmap

“This heatmap shows which users are accessing which reports or dashboards. It helps us identify high-traffic content — and also reports that no one’s touched in months. That’s a great opportunity for cleanup and optimization.”

✅ User Activity Status

“This chart shows which users are active and which are inactive. It helps us reclaim unused licenses, remove unnecessary access, and understand adoption across teams.”

✅ Top 10 Accessed Artifacts

“This chart shows the most frequently accessed reports and dashboards. These are our most valuable assets — and they need to be monitored, maintained, and supported.”

✅ Usage Trends by OpCos

“This chart shows how Power BI is used across different business units — based on email domains. It helps us understand adoption patterns, spot gaps, and tailor governance policies to actual usage.”

✅ Weekday Activity

“This line chart shows which days of the week see the most activity. It helps us plan refresh schedules, support availability, and maintenance windows.”

✅ Monthly Usage Trend

“This chart shows how usage changes over time. It helps us track adoption, measure the impact of new reports or policies, and identify seasonal trends.”

✅ Final Wrap-Up

“So across all four sections — Reports, Datasets, Users, and Activity — these visualizations give us a complete picture of our Power BI environment. They help us:

- Clean up unused or outdated content
- Secure access and enforce governance
- Optimize performance and user engagement
- And most importantly, make smarter, faster decisions That’s why these visualizations aren’t just helpful — they’re essential.”

🎤 Slide: Activity Analysis — Why These Insights Matter

“This section of our app focuses on user behavior and content usage. We built a set of visualizations and filters that help us understand how Power BI is being used across the organization — and more importantly, how we can govern it better.”

📁 1. Activity Log Insights

“We start with the raw activity logs — who accessed what, and when. This is the foundation for everything else. It helps us track usage patterns, detect anomalies, and understand how different users interact with reports and datasets. From a governance perspective, this gives us transparency and accountability.”

📌 2. Recently Accessed Artifacts

“Here, we group the activity by artifact name and keep only the most recent access for each one. This gives us a clean view of what’s currently being used — without duplicate noise. It’s a quick way to identify which reports and datasets are still relevant, and which ones might be outdated.”

🕴️ 3. User Activity Status

“We also classify users as Active or Inactive based on whether they’ve accessed anything recently. This is critical for license optimization and access control. If someone hasn’t used Power BI in months, they probably don’t need access — and that’s both a cost and security opportunity.”

📈 4. Reports Latest Activity

“For each report, we check when it was last accessed and whether it’s built on a dataset that’s still refreshing. If a report is active but the dataset is stale — that’s a governance risk. This insight helps us catch those mismatches and clean up reports that are no longer reliable.”

🗃️ 5. Datasets Latest Activity

“Same logic here, but for datasets. We check if they’re still refreshable and whether they’ve been used recently. If a dataset hasn’t been touched in a while, it might be time to retire it. This helps us maintain a clean and efficient data layer.”

📪 6. Unused Artifacts

“This one’s all about cleanup. We compare all the reports and datasets in the system with the activity logs. If something hasn’t been accessed at all, we flag it as unused. These are

perfect candidates for archiving or deletion — they clutter the environment and create confusion."

📊 Visual Insights — What We Built

"To make these insights more intuitive, we visualized them using heatmaps, bar charts, and timelines. Let me walk you through a few examples."

🔥 Artifact Access Heatmap

"This heatmap shows which users are accessing which artifacts. It helps us identify high-traffic content and underused assets. From a governance perspective, it's great for spotting anomalies — like unexpected users accessing sensitive reports."

🟢 User Activity Status (Bar Chart)

"This chart shows how many users are active vs. inactive. It helps us manage licenses and tighten access — making sure we're only giving access to people who actually use the platform."

🏆 Top 10 Accessed Artifacts

"This bar chart shows the most frequently accessed reports and dashboards. These are our most valuable assets — and they need to be monitored, maintained, and supported."

🏢 Usage Trends by OpCos

"Here, we group users by their email domain to see how Power BI is used across different business units. It helps us understand adoption patterns and spot areas that may need more training or governance oversight."

🗓️ Weekday Activity

"This line chart shows which days of the week see the most Power BI activity. It helps us align refresh schedules and support availability with real user behavior."

📆 Monthly Usage Trend

"This chart tracks how usage changes over time. It helps us measure adoption, evaluate the impact of new reports or policies, and plan for future growth."

🧩 Final Wrap-Up

"All of these insights — from user activity to artifact usage — help us govern smarter. They give us the visibility we need to:

- Clean up unused content
- Secure access
- Optimize performance

And that’s exactly what governance is about — not just control, but clarity and efficiency.”