**📌 Workshop Script: Documenting Power BI Projects on GitHub**

**🎤 Introduction (4:00 - 4:05 PM)**

**"Hello everyone! Welcome to today’s workshop on documenting Power BI projects on GitHub. My name is Harry, and I’m excited to guide you through this session.**

**Let me introduce myself first. My name is Huy, but you can call me Harry. I am a Data Trainer at JRM Data, where I help students and professionals enhance their data skills. I have experience working with various data technologies, including Power BI, SQL, and Python, and I am passionate about making data analysis and visualization more accessible to everyone.**

**Before we start, let me make it very clear that in this tutorial session, we are focusing only on documenting projects on GitHub. This workshop is NOT about building Power BI dashboards, creating data models, or defining business metrics. Instead, we will learn how to properly document our Power BI projects so that they are well-structured, easy to understand, and can be shared effectively with others.**

**If you are looking for a session on creating dashboards, working with DAX formulas, or analyzing business metrics, this is not the right workshop. However, if you want to learn how to present your Power BI work professionally using GitHub, then you’re in the right place!**

**To kick things off, let me ask you an opening question: Have you ever worked on a project and later forgot what you did or struggled to explain it to others?**

**👉 You can answer by typing Yes/No in the chat or comments section! I’d love to hear your experiences.**

**(Wait a few moments to allow participants to respond.)**

* **If Yes: "I completely understand! This happens to all of us. That’s exactly why documentation is important—it helps us keep track of our work, allows us to explain it clearly to others, and ensures our projects remain useful in the long term."**
* **If No: "That’s great! But even if you haven’t faced this issue yet, as projects get larger and more complex, having good documentation will make collaboration and long-term maintenance much easier."**

**Now, let’s move on to the next part of our session."**

**🎤 Why Do You Need Projects?**

**"Before diving into GitHub, let’s talk about why having projects is essential for data professionals:**

**✅ Source of Motivation – Working on projects keeps you engaged and helps you develop your skills. ✅ Self-confidence – Completing projects builds your confidence in data analysis. ✅ Credibility – A well-documented project proves your skills to employers. ✅ Promotes Inquiry – Projects encourage deeper research and learning. ✅ Internship/Job Ready – Having real-world projects makes you stand out in job applications."**

**👉 Quick Question: "What motivates you the most when working on a project? Share your thoughts in the chat!"**

**🎤 What is GitHub?**

**"GitHub is a platform that allows us to store and manage projects online. It helps with version control, meaning we can track changes and collaborate with others. Many developers, data analysts, and companies use GitHub to share and manage projects. Today, we will use GitHub to store our Power BI projects and make them accessible to everyone.**

**A good GitHub profile with well-documented projects increases your credibility. Employers often check GitHub repositories to evaluate a candidate’s work before hiring them.**

**Let’s say you’re working on a Power BI sales dashboard for a company, and over time, you make multiple improvements. Without GitHub, tracking these changes manually would be challenging. But with GitHub, you can save different versions, collaborate with a team, and even revert to older versions if needed."**

**(Ask another interactive question: "Have any of you used GitHub before? If yes, what have you used it for?" Encourage students to type their responses in the comments.)**

**🎤 What is a README File?**

**"The README file is the first thing users see when they open your project on GitHub. It provides essential details like:**

**📌 Project Overview – What the project is about. 📌 Skills Demonstrated – Highlight key skills used. 📌 Problem Statement – Define the problem you are solving. 📌 Data Sourcing – Where the data comes from. 📌 Data Transformation – The cleaning and processing steps. 📌 Modeling & Analysis – How insights were derived. 📌 Visualizations – Screenshots and descriptions of Power BI dashboards. 📌 Conclusion & Recommendations – Summary of findings."**

**👉 Let's take a moment to discuss: "What do you think is the most important part of a README file?" Type your answers in the chat!"**

**🎤 Documentation Procedures**

**"Now, let’s go step by step to document a Power BI project properly on GitHub. I’ll guide you through the process."**

**✅ Publish your Power BI visualization to Power BI Service. ✅ Take screenshots of key insights (modeling, bookmarks, drilldowns, etc.). ✅ Create a GitHub account and set up your profile. ✅ Create a Repository and add a README.md File. ✅ Upload images, .pbix files, and links. ✅ Edit the README.md File to document your project. ✅ Use Markdown to format your documentation professionally.**

**🎤 Creating a GitHub Account & Setting Up Your Profile**

**"Before we begin documenting, let’s start by setting up GitHub. If you don’t have an account, follow these steps:**

**1️⃣ Go to GitHub: Open your browser and navigate to** [**https://github.com/**](https://github.com/)**. 2️⃣ Sign up for a free account: Click Sign Up, enter your email, choose a username, set a password, and follow the on-screen steps. 3️⃣ Confirm your email address: Check your inbox and verify your account. 4️⃣ Set up your profile: Add a profile picture, write a short bio about your skills, and customize your profile settings.**

**👉 Checkpoint: "If you’ve successfully created or logged into your GitHub account, type 'Done' in the chat!"**

**🎤 Creating a Repository & Adding a README File**

**"Now that we have a GitHub account, let’s create a new repository for our Power BI project. Follow these steps:**

**1️⃣ Go to GitHub Dashboard and click on the New Repository button. 2️⃣ Enter a repository name (e.g., PowerBI-Sales-Analysis). 3️⃣ Write a short description about your project. 4️⃣ Choose Public or Private depending on whether you want others to see your work. 5️⃣ Check the box to add a README file (This will allow us to edit it immediately). 6️⃣ Click Create Repository.**

**Once your repository is created, open the README.md file and edit it by clicking the pencil ✏️ icon. Add an introduction about your project and commit the changes.**

**👉 Checkpoint: "Once you’ve created your repository and README file, type 'Created' in the chat!"**

**🎤 Uploading Your Power BI Files, Dataset & Images**

**"Now, let’s organize and upload our files in a structured way.**

**📌 Best Practice for File Structure:**

**PowerBI-Sales-Analysis/**

**│── README.md**

**│── data/**

**│ ├── sales\_data.csv**

**│ ├── customer\_data.xlsx**

**│── images/**

**│ ├── dashboard\_screenshot.png**

**│── reports/**

**│ ├── PowerBI\_Report.pbix**

**│── docs/**

**│ ├── Documentation.pdf**

**📌 Steps to Upload Files:**

**1️⃣ Click on 'Add File' in your repository. 2️⃣ Select 'Create New File' and type data/ to create a folder for datasets. 3️⃣ Upload your dataset (e.g., sales\_data.csv). 4️⃣ Create an images/ folder and upload screenshots of your Power BI dashboard. 5️⃣ Create a reports/ folder and upload your Power BI .pbix file. 6️⃣ Add any documentation files under docs/ if necessary.**

**👉 Checkpoint: "Once you have structured your repository and uploaded your files, type 'Files Uploaded' in the chat!"**

**🎤 Finalizing Documentation in README.md**

**"Now, let’s make sure our README file is complete with all necessary sections. Here’s what we should include:**

**📌 Project Overview – A summary of what this project is about. 📌 Dataset Information – The source and key details of the data used. 📌 Key Insights & Analysis – What you discovered from the data. 📌 Dashboard Images – A preview of your Power BI dashboard. 📌 How to Use the .pbix file – Instructions on downloading and opening it. 📌 Conclusion & Recommendations – What insights can be drawn from this analysis?**

**👉 Checkpoint: "Once you have updated your README with these sections, type 'README Updated' in the chat!"**

**🎤 Git Integration with Power BI (5:00 - 5:10 PM) - Add-on Section**

**"Before we wrap up, I want to briefly introduce Git integration with Power BI.**

**If you work on multiple versions of your Power BI dashboards and need version control, integrating Git with Power BI can help."**

**👉 Final question before Q&A: "Does this sound useful for your Power BI work? Let me know in the chat!"**

**🎤 Q&A & Wrap-Up (5:10 - 5:15 PM)**

**"That’s it for today’s workshop! Now, you have your Power BI project documented on GitHub.**

**Before we finish, do you have any questions?**

**Thank you for joining! Keep practicing and documenting your projects. Good luck!"**

**(Encourage final engagement: "If you found this session useful, type 'Got it!' or 'Ready to apply this!' in the chat.")**