

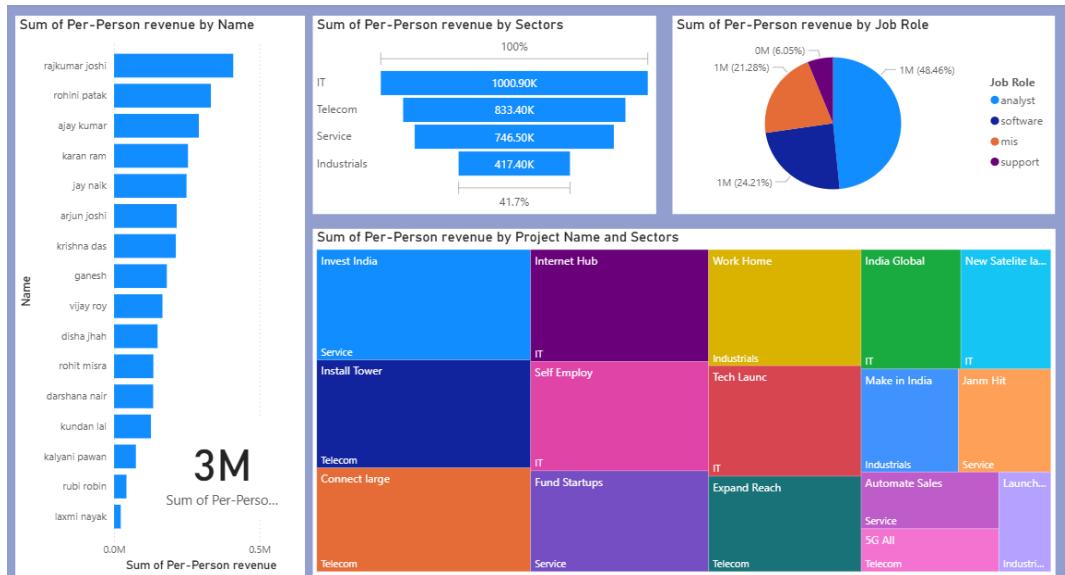
Date:12-11-25

## Power BI Dashboard: Employee Performance (Per-Person Revenue) — Step-by-Step Description

This document explains, step-by-step, what has been done to create the Power BI report shown in the image. It describes the visuals, data preparations, calculations, layout, and formatting choices used to present per-person revenue and related breakdowns. All references to 'image' or 'visual' below refer to report elements (not external files).

### Overview of the Report

The report page titled 'emp performance' visualizes Per-Person revenue across employees, sectors, job roles, and projects. Key visual types used are: a vertical bar chart (left), a horizontal bar chart (top-center), a pie chart (top-right), a treemap (bottom), and a KPI card showing the total sum.



### Step-by-step actions performed

#### 1. Data import

- The dataset named 'Performance Details' (or similarly named table) was loaded into Power BI Desktop via Get Data.
- The table contains columns such as Name (employee), Sector, Job Role, Project Name, and Per-Person revenue (numeric).

## **2. Data transformation & modeling**

- Data was inspected in Power Query: missing values handled, data types set (text for Name/Sector/Project, numeric for revenue).
- Unnecessary columns removed and columns renamed for clarity if required.
- A data model was created (single table or relationships to other dimension tables if present).

## **3. Measures and calculations**

- A measure was created to calculate the aggregation: e.g., 'Sum of Per-Person revenue' using DAX:  
Sum of Per-Person revenue = SUM('Performance Details'[Per-Person revenue])
- Additional supporting measures (if used) could include counts, averages, or percent-of-total calculations.

## **4. Building visuals — left: Bar chart (Per-Person revenue by Name)**

- A vertical bar chart was added with 'Name' on the Y axis and the measure 'Sum of Per-Person revenue' on the X axis.
- Bars are sorted by revenue so the highest contributors appear at the top.
- Data labels or axis formatting was applied to show values in millions (e.g., 0.5M).

## **5. Building visuals — top-center: Horizontal bar chart (Per-Person revenue by Sectors)**

- A horizontal bar chart presents revenue by Sector (IT, Telecom, Service, Industrials, etc.).
- Bars include data labels showing revenue amounts (e.g., 1000.90K, 833.40K).
- A reference line or percentage (41.7%) appears to indicate proportion or benchmark.

## **6. Building visuals — top-right: Pie chart (Per-Person revenue by Job Role)**

- A pie chart shows revenue share by Job Role categories (analyst, software, mis, support).
- Legend placed to the right, and data label percentages shown (e.g., 48.46%).
- Pie segments highlight relative contribution of each job role to total revenue.

## **7. Building visuals — bottom: Treemap (Per-Person revenue by Project Name and Sectors)**

- A treemap visual displays revenue by Project Name; each tile's size corresponds to revenue.
- Within tiles, the sector name is shown as a category label (IT, Telecom, Service, Industrials).
- Color is used to differentiate tiles; larger tiles (Invest India, Internet Hub, Work Home, etc.) represent top revenue projects.

## **8. KPI / Card (Total Sum)**

- A prominent KPI card (center-left area) presents the aggregated total, shown as '3M' which represents the Sum of Per-Person revenue.
- The visual is formatted large to act as a quick summary metric for page viewers.

## **9. Filters, panes and interactions**

- The Filters pane is enabled to allow page-level or visual-level filtering. 'Filters on this page' and 'Filters on all pages' areas are visible.
- Interactions between visuals are enabled by default: selecting a sector, name, or project in one visual filters others.
- The Visualizations pane shows available visual types and active paint/format options for the selected visual.

## **10. Formatting and layout**

- Report background and visual borders are applied (a light purple border/frame is visible around the canvas).
- Titles, axis labels, data labels, and legends were configured for clarity.
- Numeric formatting is applied (thousands / millions with suffixes like K or M).
- Visuals were resized and aligned into a two-row layout (top small visuals, bottom treemap spanning width).

## **11. Report pages and navigation**

- Page tabs at the bottom indicate multiple pages: 'emp performance', and duplicates/pages for other views.
- The current page is named 'emp performance' and is the active tab.

## **12. Save and share**

- The Power BI Desktop report was saved locally and is ready to be published to the Power BI Service if needed for sharing and collaboration.

## **Additional notes and suggestions**

- Tooltip enhancements: configure tooltips to show additional information on hover (project manager, dates, or margin).
- Drill-through: add drill-through pages (e.g., click on an employee to see project-level details).
- Conditional formatting: use color saturation on bars/tiles to indicate performance thresholds.
- Accessibility: add alt text and ensure font sizes are legible for presentations.
- Publish: after final review, publish the report to Power BI Service and set up scheduled refresh if the underlying data updates.

## **Insights**

This report effectively summarizes per-person revenue and its breakdown by employee, sector, job role, and project. It uses a combination of bar charts, pie chart, treemap, and a KPI card to provide both detailed and high-level views. Filters and interactive cross-highlighting enable exploratory analysis and insights.