* Create standalone document library to house ALL Power BI files.
  + Document library uses metadata columns, not folders, to categorize/stratify reports
  + Enable version control, 500 minor versions
  + Require check out on library
* To update a report:
  + Report Author checks out file from web interface.
    - Graphical user interface

      Description automatically generated with medium confidence,
  + Report Author Downloads file.
    - Graphical user interface, text, application

      Description automatically generated
  + Report Author makes changes to file downloaded to computer, then reuploads to Authoritative PBIX folder.
    - Graphical user interface, text, application, email

      Description automatically generated
  + Report Author Selects replace from the dialog that opens:
    - Graphical user interface

      Description automatically generated
  + Report Author Checks in File and enters version notes. Report Authors will select Minor Versions during Check-In. Major Version changes will occur on a quarterly basis.
    - Graphical user interface

      Description automatically generated with low confidence
    - Graphical user interface, text, application

      Description automatically generated
  + Report Author publishes PBIX file to appropriate Power BI dev workspace.
* QA Review occurs on file in dev workspace, once review occurs and changes approved, workspace reviewer will publish to test for UAT.
  + For Deployment
    - What changed
    - Developer
    - Reviewer
  + What level of granularity do we want/need to check on changes
  + What types of changes require an update version #
  + Release schedule?
* If QA / UAT Process requires changes, Check-Out / Changes / Check-In process will occur.
* Upon check-in, Power Automate Flow runs , creating record on change log SharePoint list with base report info, name, check-in date file version #  
  Table

  Description automatically generated
* Scheduled daily Power Automate flow runs to check for entries with no comments, sends reminder email.
* Once updated change notes are complete, Tim receives email (daily digest?) Of changes.
* Add page to PBIX files with latest release notes on final page, or bookmark pop up

Report Change / Creation Process

1. End user requests new report or change VIA Monday.com
2. Data Operations Manager receives/reviews requests
3. Data Ops Mgr Assigns task and priority
4. Developer reviews task, assigns timeline for completion based on workload/priority
5. Developer completes task sends to QA Process
6. QA Process occurs, sends to requester for User Acceptance Testing
7. Upon acceptance by user, report enters Deployment Process
8. Requester notified and release notes sent
9. Monday.com request closed