# INFO 1600 Assignment 3 - Dashboard Plan

**Due Date: end of Week 7 (Sunday, 11:59pm)**

For this assignment you will devise a plan for creating a dashboard. Your plan will have 2 parts:

**For Part** 1, you will establish and describe user requirements of the dashboard following the principles described in Chapter 1 of Excel Dashboards and Reports:

* Define the message(s)
* Establish the audience
* Define the performance measures
* List the required data sources
* Define the dimensions and filters
* Determine the need for drill-down details
* Establish the update schedule

This description of user requirements should be submitted as a WORD document 1to 2 pages in length. Please include a cover page with your name, student number and the title or function of you Dashboard.

**Part 2:** To accompany your description, you will create a dashboard layout “mockup” (see Figure 1-3, pg 15 in Excel Dashboards and Reports for an example). You will create your mockup on a PowerPoint slide. Your dashboard mockup should include **at least four** appropriate components to convey the targeted information. For each component, identify what kind of component it is and state the question it answers. Employ “Best Practice” dashboard design principles when creating your layout, as defined in our two course textbooks.

**Submit your two part dashboard plan to the Assignment 3 dropbox on our eConestoga course site (Course Tools > Assignments > Assignment 3) by the Week 7 deadline**. Part 1: your user requirements description document. Part 2: visual mock up you created in PowerPoint . Please include your name in both file names.