## Prompt Guide for Documenting Power BI Data Preparation

When documenting your Power BI data preparation process, it's essential to be thorough and clear. This guide will help you structure a comprehensive document.

### 1. **Data Source and Connection**

* **Prompt:** "Document the data source(s) used. Include the type of source (e.g., SQL Server, Excel, SharePoint), the file path or server name, and any specific connection details or credentials required."

### 2. **Query Overview**

* **Prompt:** "Provide a high-level overview of the queries created in Power Query. What is the purpose of each query? Describe the final output of the data model and its intended use."

### 3. **Data Transformation Steps (Detailed)**

* **Prompt:** "For each query, detail the transformation steps applied in Power Query. Use a step-by-step format. For each step, explain its purpose. For example, if you 'Removed Columns,' list which columns were removed and why. If you 'Changed Type,' specify the column and the new data type. If you 'Merged Queries,' describe the join type and the keys used for the merge."
  + **Tip:** Include information on handling null values, errors, or duplicates.

### 4. **Calculated Columns and Measures**

* **Prompt:** "List and describe any calculated columns or measures created using DAX. For each, provide the DAX formula and explain what it calculates. Why was a calculated column or measure used instead of a Power Query transformation?"

### 5. **Data Model Relationships**

* **Prompt:** "Describe the relationships established in the data model. For each relationship, specify the two tables involved, the column used to join them, the cardinality (e.g., one-to-many), and the cross-filter direction. Explain the rationale behind these relationships."

### 6. **Data Refresh and Maintenance**

* **Prompt:** "Detail the process for refreshing the data. Is it scheduled? What is the frequency? Are there any known issues or dependencies that could affect the refresh process? Note any steps required for maintenance or updates to the data source."

### 7. **Assumptions and Limitations**

* **Prompt:** "List any assumptions made about the data during preparation (e.g., 'the OrderID column is unique'). Also, document any known limitations or issues with the prepared data, such as missing data for specific time periods or potential inaccuracies."