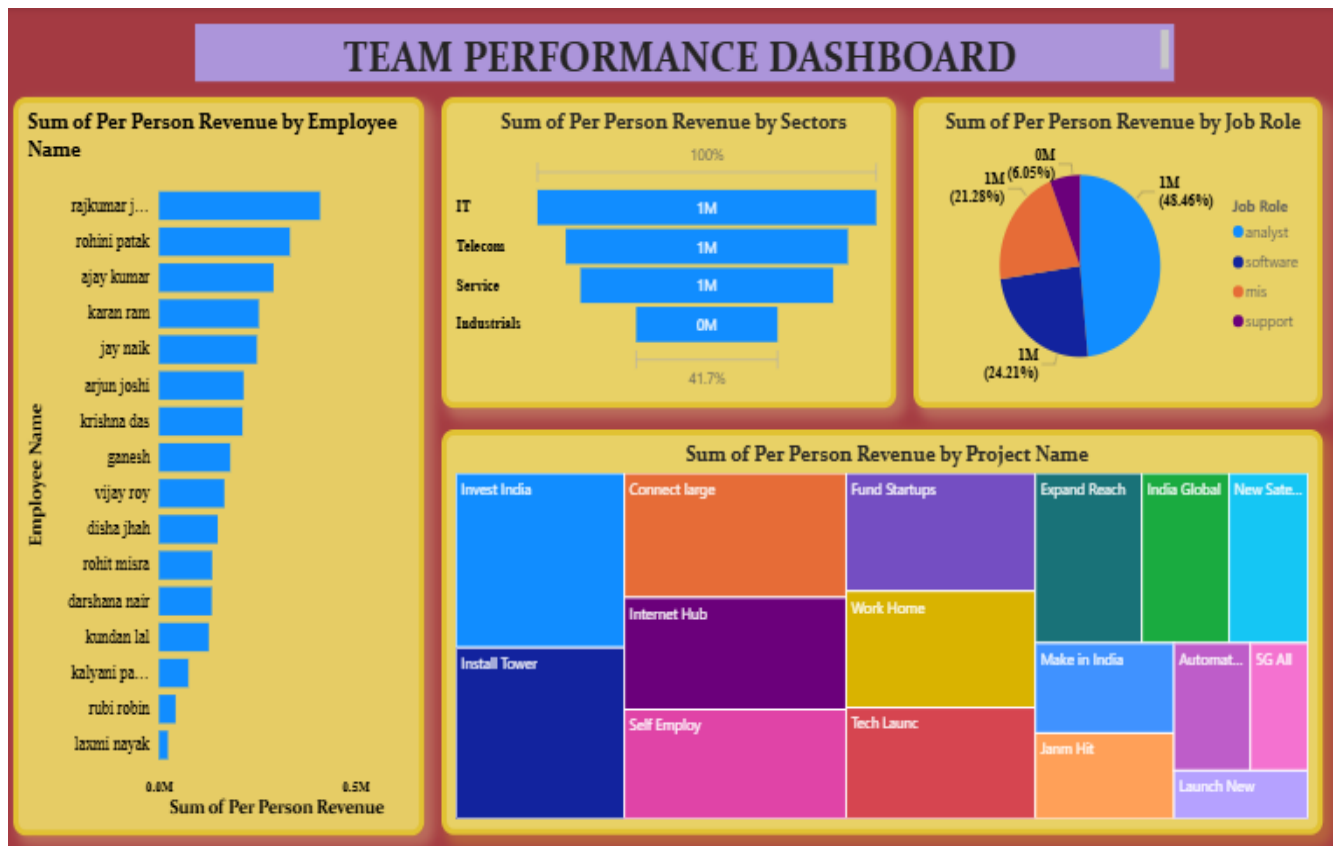


# TEAM PERFORMANCE DASHBOARD PROCEDURE



## Step 1: Open Power BI

- Open Power BI Desktop.
- Import the dataset (Employee Name, Revenue, Job Role, Sector, Project Name).

## Step 2: Set Background and Theme

- Go to Format → Canvas background.
- Set the main background colour as maroon/dark red.
- For each visual, set visual background colour as yellow.
- Apply rounded corners and shadow effect for each chart box.

## Step 3: Add Dashboard Title

- Insert a Text Box at the top.

- Type “TEAM PERFORMANCE DASHBOARD” in capital letters.
- Font: Bold, Black/Dark Purple.
- Background of text box: Light purple with border.
- Apply shadow to make the title stand out.

## **Step 4: Create Charts**

### **(a) Bar Chart – Sum of Per Person Revenue by Employee**

- Insert Clustered Bar Chart.
- Drag Employee Name → Axis.
- Drag Revenue → Values.
- Format:
  - Bars in blue colour.
  - Axis text in black.
  - Add data labels.
  - Title: Sum of Per Person Revenue by Employee Name.

### **(b) Bar Chart – Revenue by Sectors**

- Insert Stacked Bar Chart.
- Axis → Sector.
- Values → Revenue.
- Format:
  - Bars in blue.
  - Show values inside bar (1M, 0M).
  - Title: “Sum of Per Person Revenue by Sectors”.

### **(c) Pie Chart – Revenue by Job Role**

- Insert Pie Chart.

- Legend → Job Role.
- Values → Revenue.
- Format:
  - Analyst – Blue, Software – Dark Blue, MIS – Orange, Support – Purple.
  - Show percentage and values on the chart.
  - Title: Sum of Per Person Revenue by Job Role

#### **(d) Tree Map – Revenue by Project Name**

- Insert Tree Map.
- Group → Project Name.
- Values → Revenue.
- Format:
  - Each project gets a different colour (blue, green, orange, pink, aqua, etc.).
  - Show project names inside blocks.
  - Title: Sum of Per Person Revenue by Project Name

#### **Step 5: Final Formatting**

- Apply consistent font (Arial/Calibri, Bold).
- Use black text for better readability.
- Add shadows to all visuals.
- Adjust size and alignment of visuals neatly in a grid layout.