# **This document should be completed by the person requesting a new workspace.**

# **New Workspace Information**

|  |  |
| --- | --- |
| **Workspace requested by:** | (email address of person requesting the workspace) |
| **Workspace request date:** | (date/time of request) |
| **Workspace name:** | (name the requestor would like to use; adjust if the name is already taken or does not fit the naming convention) |
| **Workspace description:** | (description to be displayed to all users of the workspace) |
| **Workspace purpose & target audience:** | (additional information on the workspace purpose & the target audience; this information isn’t needed for the initial creation in Power BI but it’s useful for thinking through the intention & to reduce risk of duplicate workspaces being created) |
| **Workspace image (optional):** | (link or location of image file) |
| **Workspace is considered governed:** | (if a governed vs. non-governed distinction is being used) |
| **Workspace administrators:** | (group or email address of people to include as workspace admins who are responsible for management of the content; after the workspace is set up they will handle configuring the workspace access roles for members, contributors, and viewers) |
| **Workspace contact list:** | (group or email address of who to display as the contact, if different from the workspace admins) |
| **Workspace license mode:** | (Pro, PPU, Premium per Capacity, or Power BI Embedded, including justification if certain features will be required) |
| **Use of separate data/reporting workspaces:** | (if separate workspaces will be needed for housing dataflows vs. datasets vs. reports) |
| **Use of separate dev/test/prod workspaces:** | (if 3 workspace for dev/test/prod are required) |
| **Deployment pipeline needed (optional):** | (if the intention is to deploy to dev/test/prod workspaces via deployment pipeline) |
| **Deployment pipeline access:** | (email address of people who should be granted pipeline access to deploy content for these workspaces) |
| **Security, data protection, privacy needs:** | (additional auditing or compliance required if highly sensitive data or restricted data will be stored in this workspace) |

# **Related Documents**

Includes related policies & documentation.

|  |  |
| --- | --- |
| Name | Location |
|  |  |

# **Change Log**

Includes the history of changes to this documentation & the decisions associated with it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Version # | Description of Change | Made By | Approved By |
|  | 1.0 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

<https://learn.microsoft.com/en-us/power-bi/collaborate-share/service-create-the-new-workspaces>