



BSBXBD406

ASSESSOR GUIDE – Part 2 of 3

Present big data insights

Assessment 4 of 5

Project

Version 1



Part C: Create proof of concepts (POCs) for 'Presentation #2'

To complete this part of the assessment, you are required to:

- carefully read the scenario details outlined within this section
- follow industry standards, organisational procedures and guidelines provided
- use the *Power BI Desktop* technology platform to perform the tasks.

Scenario continued:

You have received the following email from your supervisor Mia Gonzales, briefing you about the next task.

From: Gonzales, Mia

To: Student Lastname, Student Firstname

Attachments: AUS Retail_POC development guidelines [.pdf], AUS Retail_Presentation 2# [.zip file containing; Presentation #2_Data model specification.pdf, Presentation #2_Confirmed requirement specification.pdf and Presentation #2_POC template with non-transactional dataset loaded.pbix files]

Subject: Create the proof-of-concepts (POCs) for 'Presentation #2'

Hi <student name>,

Thank you for reaching out to our project sponsor, Daniel Brown and relevant teams/departments to confirm business requirements and the relevant data sets required for the second presentation.

The requirements and specifications of all the elements for the presentation are now confirmed. Our IT support team together with the Production department have provided us access to the captured big data required for the presentation.

Therefore, your next task is to create the POCs for the requested interactive dashboard, and the detailed analysis report for 'Presentation #2'. Please find the following attached documents, which contain valuable information related to the task.

- **AUS Retail_POC development guidelines [.pdf]** – Please refer to sections 1, 2 and 3 to understand the procedure involved and the recommended tools you can use to design, develop and test the POCs.
- **Presentation #2_Confirmed requirement specification [.pdf]** – This includes the confirmed requirements and specifications related to the presentation along with the wireframe diagrams that outline the approximate layout of the dashboard and report pages.
- **Presentation #2_POC template with transactional dataset loaded [.pbix]** – This is a Power BI work file that includes a copies of AUS Retail's recommended templates. Also, most importantly, the transactional dataset required for this presentation is already loaded into this Power BI work file.
- **Presentation #2_Data model specification [.pdf]** – Details of the non-transactional dataset model are specified in this document.

Start by planning and logically sequencing the essential elements of the presentation and then use the recommended Power BI template to organise the layout for the visual elements in 'Presentation #2' dashboard and report according to the specifications provided. I have put together some checklists [Tables 9, 10 & 11] to help you effectively create and test the POCs.

All the best and kind regards,

Mia Gonzales

Chief Data Officer (CDO)

Mia.Gonzales@ausretail.com.au



Before printing this email please consider the environment.

This message may contain privileged information or confidential information or both and is intended for the recipient named. If you are not the intended addressee, please delete it and notify the sender.

As preparation for this task, do the following first.

- Open the Power BI work file relevant to 'Presentation #2' provided to you (which is already loaded with the non-transactional dataset).
- Save this file as 'Presentation #2_POCs_YourName_ddmmyyyy' with your name details and current date information. **Note:** You must use this Power BI work file to perform all tasks in this section (C1-C5) of this assessment.

C1. Create the dashboard and report layouts for 'Presentation #2'

In this task, you will create the initial dashboard and report layouts for 'Presentation #2' considering the information outlined in the email from your supervisor.

Task:

Create the layout of the dashboard and the drill-through report for 'Presentation #2'.

When doing this task, you must:

- a. refer to the *AUS Retail_Dashboard development guidelines.pdf* to understand the organisation's expectations when creating dashboards and reports
- b. refer to the following sections in *Presentation #2_Confirmed requirement specification.pdf* for the canvas, title, sub-title and layout requirements.
 - 'Wireframe diagrams' > Figures 1-2
 - 'Basic layout requirements' > Tables 1 & 2
- c. use AUS Retail's recommended templates to create the 'Dashboard Layout' and 'Report Layout' pages within the Power BI work file for 'Presentation #2'
- d. plan and organise the placement of visuals on the 'Dashboard Layout' and 'Report Layout' pages using the building blocks (shapes) in the template and indicate the size measurements for each. Note: You may add/adjust the sizes of the building blocks as necessary to create the layout.

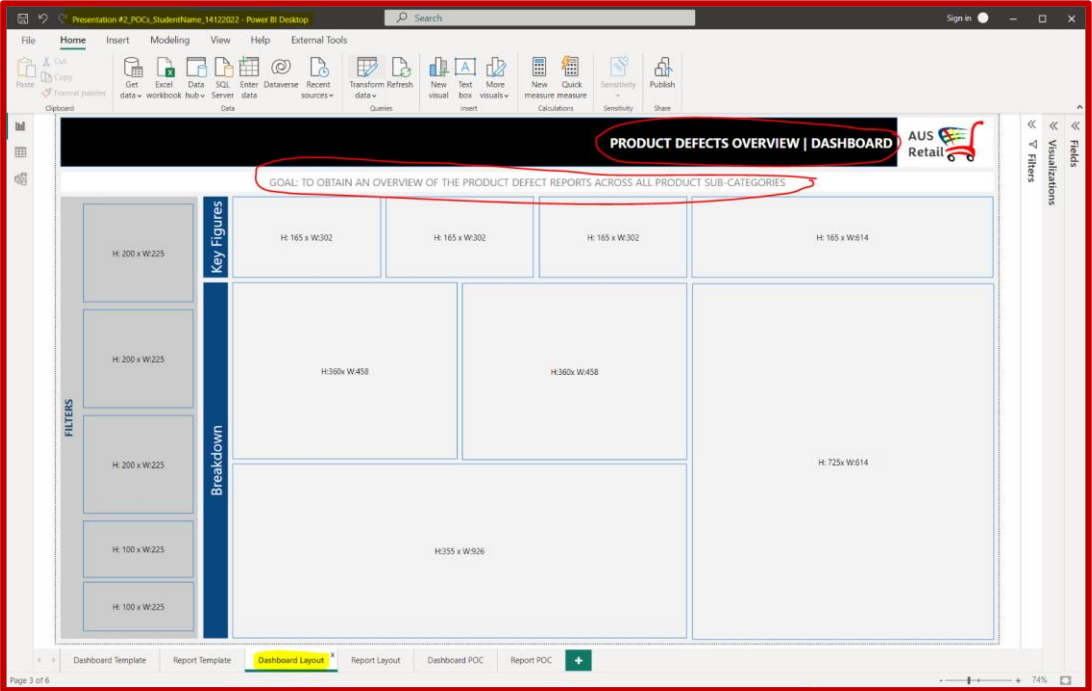
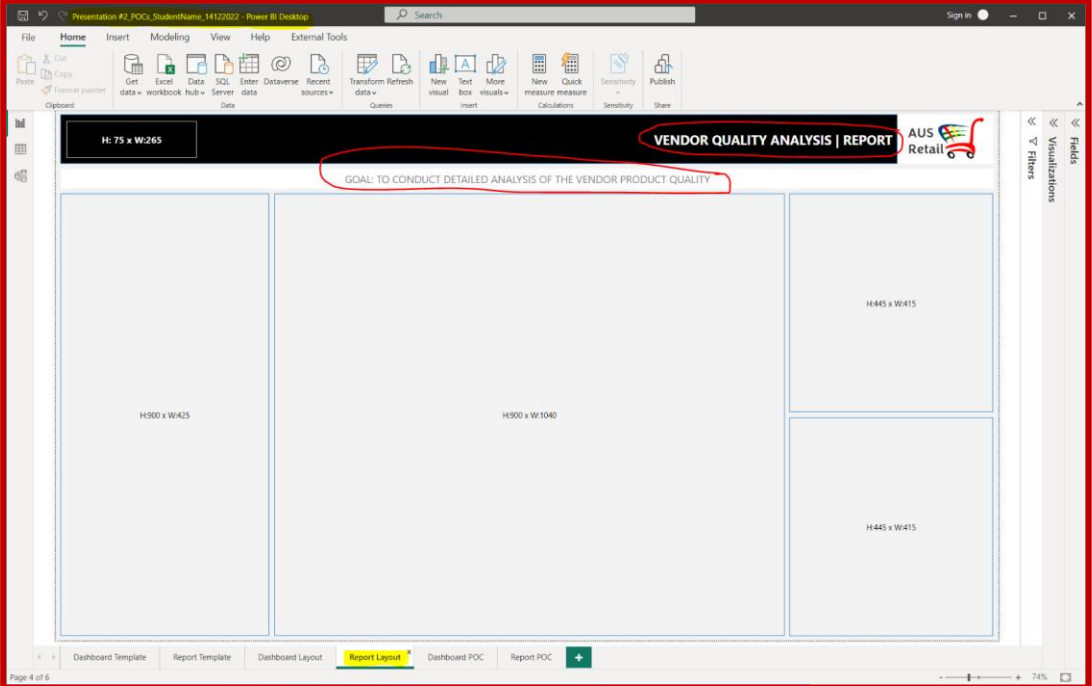
Provide screenshots of the completed 'Dashboard Layout' and 'Report Layout' for 'Presentation #2' in 'Table 8' under 'Screenshot evidence:'. Read the 'Note' sections carefully to understand the details that must be visible in each screenshot.

Screenshot evidence:

Assessor instructions: The screenshot provided by the student must indicate that,

- AUS Retail's standard dashboard template is used to create the dashboard and report layouts in Power BI Desktop.
- the title and sub-title (goal) are customised correctly for 'Presentation #2' (See areas circled in red on the screenshots provided for correct configuration of the dashboard and report pages)
- the layout and placement of all elements on the dashboard and report pages are planned and organised using building blocks (placeholders/shapes) indicating their size details. (See screenshots provided for sample dashboard and report layouts).

Table 8 – Evidence of creating proof of concepts for ‘Presentation #2’.

<p>Required evidence: Screenshot</p> <p>Screenshot of the ‘Dashboard Layout’ page.</p> <p>Note: The screenshot must clearly show the following details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ‘Report’ view of the Power BI work file. <input type="checkbox"/> Title bar of Power BI Desktop showing the file name that includes your name initials and current date. <input type="checkbox"/> Full view of the ‘Dashboard Layout’ page showing the placement of the items on the dashboard. 	 <p>Figure 10 – Screenshot of the ‘Dashboard Layout’ page using Power BI Desktop © Microsoft</p>
<p>Screenshot of the ‘Report Layout’ page.</p> <p>Note: The screenshot must clearly show the following details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ‘Report’ view of the Power BI work file. <input type="checkbox"/> Title bar of Power BI Desktop showing the file name that includes your name initials and current date. <input type="checkbox"/> Full view of the ‘Report Layout’ page showing the placement of the items on the report. 	 <p>Figure 11 – Screenshot of the ‘Report Layout’ page created using Power BI Desktop © Microsoft</p>

Note: Once the dashboard and report layouts are created and you have recorded the screenshot evidence, save and close your Power BI work file as you will continue to work on this file again in the next task.

C2. Create interactive dashboard POC for ‘Presentation #2’

In this task, you will create all the elements of the interactive dashboard based on the key performance indicators for ‘Presentation #2’.

You must:

- continue to use the same Power BI work file *Presentation #2_POCs_YourName_ddmmyyyy.pbix* from task C1
- use the relevant data fields from the transactional dataset associated with the Power BI work file
- use the dashboard layout you designed in the previous task.

Task:

Create the interactive dashboard for 'Presentation #2' according to the confirmed requirements, specifications and organisational guidelines provided to you.

To do this, you must complete the sub-tasks in the following checklist.

Table 9 - Checklist for creating the interactive dashboard for 'Presentation #2'

#	Task details	Tick/check <input checked="" type="checkbox"/> once completed.
	Do the following in the 'Data' view of Power BI Desktop.	
1	<p>Create the five (5) key measures according to <i>Presentation #2_Confirmed requirement specification.pdf > Table 3</i>.</p> <p>You must:</p> <ul style="list-style-type: none"> • create each key measure within the 'Key Measures' table in Power BI • use the specified DAX formulas to complete the required calculations • format each measure according to the given specifications. 	<input type="checkbox"/>
	Do the following in the 'Model' view of Power BI Desktop.	
2	Create the relationships/links between the fact and dimension tables for the transactions datasets as outlined in <i>Presentation #2_Data model specification.pdf</i> .	<input type="checkbox"/>
3	Ensure that the key fields required for the presentation are visible in the 'Report' view according to <i>Presentation #2_Confirmed requirement specification.pdf > Table 4</i> .	<input type="checkbox"/>
	Do the following in the 'Report' view of Power BI Desktop.	
4	Duplicate the previously created 'Dashboard Layout' page and rename it as 'Dashboard POC'.	<input type="checkbox"/>
5	<p>Complete the POC for the interactive dashboard by adding the appropriate visuals to record numerical big data.</p> <p>You must:</p> <ul style="list-style-type: none"> • refer to <i>Presentation #2_Confirmed requirement specification.pdf > Table 5</i>. • replace each placeholder (shape) in the layout using the correct methods and tools for representing data insights for 'Presentation #2' • format each visual according to the given specifications • place each visual according to the dashboard layout applying the correct size specifications. <p>Note: When adding the visuals, you may need to adjust the size and placement as required. If so, ensure that these changes are reflected in the dashboard layout.</p>	<input type="checkbox"/>

Provide a screenshot of the completed 'Dashboard POC' for 'Presentation #2' under 'Screenshot evidence:'. The screenshot must clearly show the following details:

- 'Report' view of the Power BI work file.
- 'Fields' pane with all tables expanded to show the list of required key fields and key measures visible in the 'Report' view.

- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Full view of the 'Dashboard POC' showing the visual elements in the dashboard.

Note: Once the interactive dashboard is created and you have recorded the screenshot evidence, save and close your Power BI work file as you will continue to work on this file again in the next task.

Screenshot evidence:

Assessor instructions: The screenshot provided must indicate that,

- all required measures have been created
- only the required key fields and key measures are visible under the 'Fields' pane
- the visualisation types and formatting of the dashboard matches what is displayed in the sample screenshot provided.

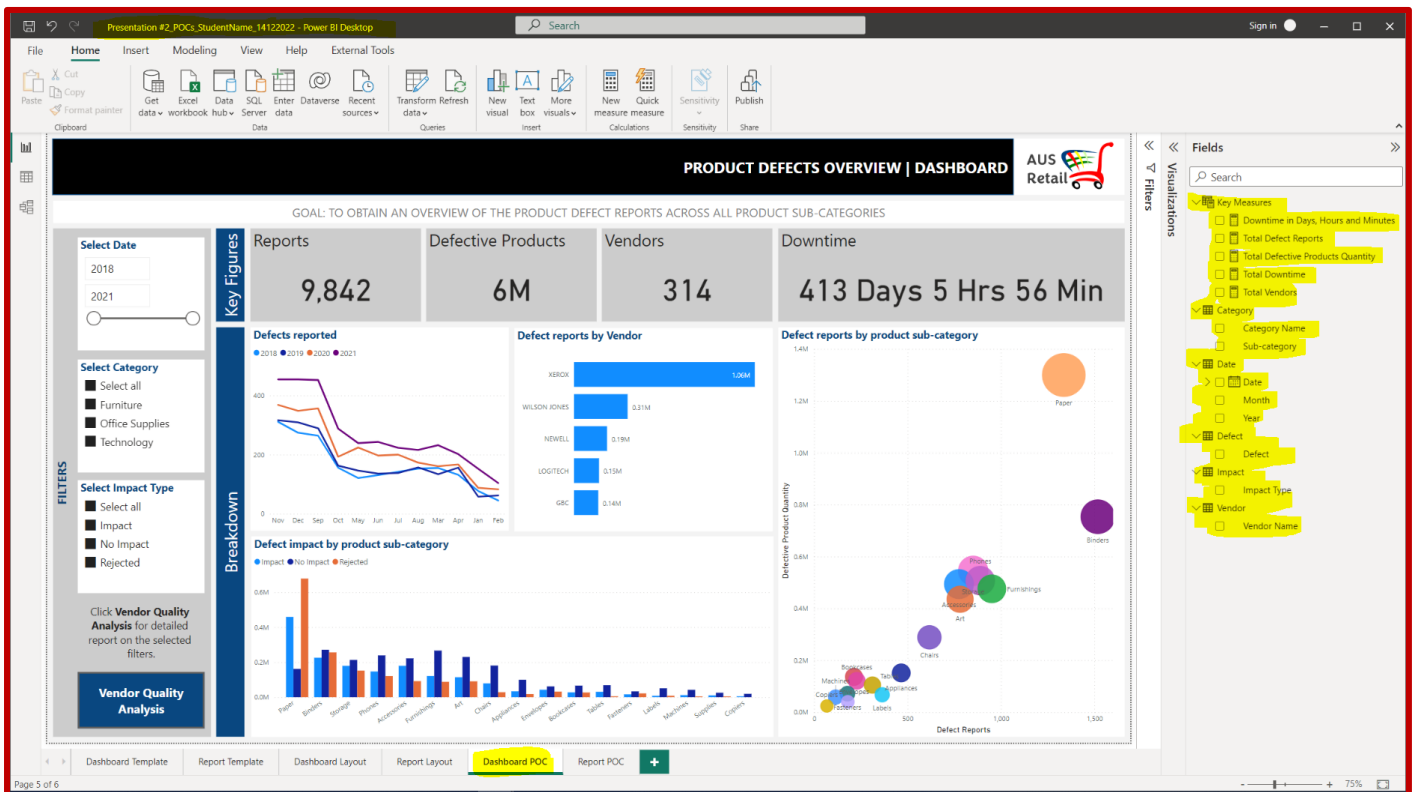


Figure 12 - Screenshot of the 'Dashboard POC' page for 'Presentation #2' created using Power BI Desktop © Microsoft

C3. Create an analysis report POC for 'Presentation #2'

In this task, you will create a detailed analysis report to visualise data insights related to vendor quality.

You must:

- continue to use the same Power BI work file *Presentation #2_POCs_YourName_ddmmyyyy.pbix* from task C2
- use the previously designed report layout in Task C1 to create the analysis report page.

Task

Create the analysis report for 'Presentation #2' according to the confirmed requirements, specifications and organisational guidelines provided to you.

To do this, you must complete the sub-tasks in the following checklist.

Table 10 - Checklist to create the analysis report for 'Presentation #2'

#	Sub-task details	Tick/check <input checked="" type="checkbox"/> once completed.
1	Duplicate the previously created 'Report Layout' page and rename it as 'Report POC'.	<input type="checkbox"/>
2	<p>Complete the POC of the analysis report by adding the appropriate visuals to record numerical data.</p> <p>You must:</p> <ul style="list-style-type: none">• refer to <i>Presentation #2_Confirmed requirement specification.pdf > Table 6</i>• replace each placeholder [shape] in the report layout using the correct methods and tools for representing data insights for 'Presentation #2'• format each visual according to the given specifications• place each visual according to the dashboard layout applying the correct size specifications. <p>Note: When adding the visuals, you may need to adjust the size and placement as required. If so, ensure that these changes are reflected in the dashboard layout.</p>	<input type="checkbox"/>

Provide a screenshot of the completed 'Report POC' for 'Presentation #2' under 'Screenshot evidence:'

The screenshot must clearly show the following details:

- 'Report' view of the Power BI work file.
- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Full view of the 'Report POC' showing the visual elements in the report.

Note: Once the analysis report page is created and you have recorded the screenshot evidence, save and close your Power BI work file as you will continue to work on this file again in the next task.

Screenshot evidence:

Assessor instructions: The screenshot provided must indicate that the visualisation types and formatting of the dashboard matches what is displayed in the sample screenshot provided.

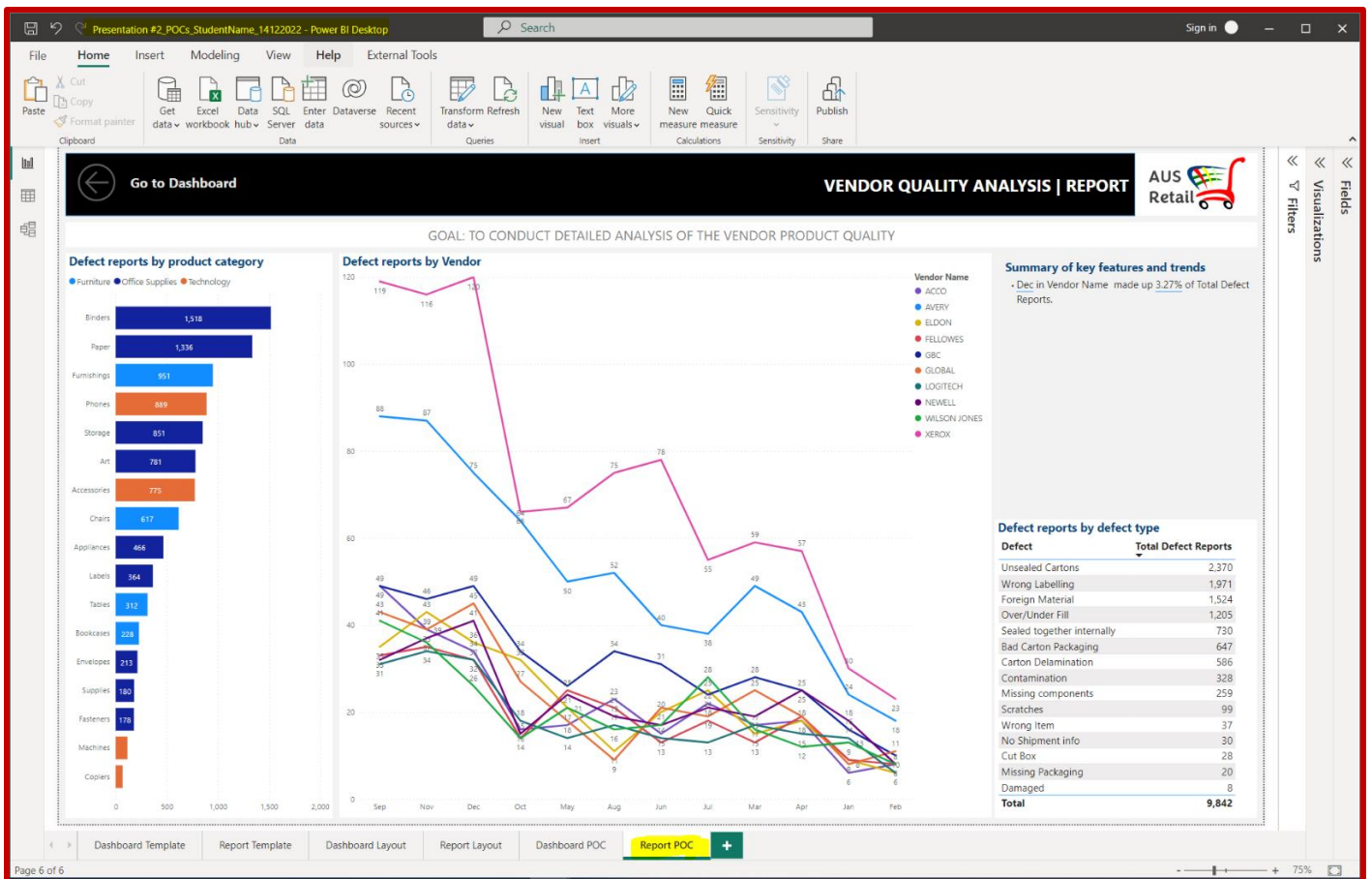


Figure 13 – Screenshot of the 'Report POC' page for 'Presentation #2' created using Power BI Desktop © Microsoft

C4. Test the proof of concepts (POCs) for 'Presentation #2'

In this task, you must test the previously created dashboard and analysis report pages, for correct functionality, data accuracy and presentation.

When doing this task you must:

- continue to use the same Power BI work file *Presentation #2_POCs_YourName_ddmmyyyy.pbix* from task C3
- refer to and follow *AUS Retail_POC development guidelines.pdf* > section '3. Testing the Proof of Concepts (POCs)'.

Task:

- Test each visual element of the **interactive dashboard** to ensure that data is presented correctly. You must:
 - complete the 'Test 1' column of the *Table 11* checklist as you test the functionality of all the elements in the 'Dashboard POC' page
Note: Refer to the sample reports provided in *Presentation #2_Confirmed requirement specification.pdf* > under 'Dataset details' when required to check the accuracy of key figures.
 - include comments in the checklist, where applicable to indicate any issues detected on the 'Dashboard POC' page.
 - correct any issues detected on the 'Dashboard POC' page.
 - complete the 'Test 2' column of the *Table 11* checklist indicating that the issues detected in 'Test 1' are fixed and include comments where applicable to detail the corrections made

- v. provide a screenshot of the 'Dashboard POC' page after testing and correcting the issues in *Table 12*, under 'Screenshot evidence:'. Read the 'Note' sections carefully to understand the details that must be visible on the screenshot.
- b. Test each visual element of the **report** page to ensure that data is presented correctly. You must:
- i. complete the 'Test 1' column of the *Table 11* checklist as you test the functionality of all the elements in the 'Report POC' page
Note: Refer to the sample reports provided in *Presentation #2_Confirmed requirement specification.pdf* > under 'Dataset details' when required to check the accuracy of numerical data.
 - ii. include comments in the checklist, where applicable to indicate any issues detected on the 'Report POC' page.
 - iii. correct any issues detected on the 'Report POC' page.
 - iv. complete the 'Test 2' column of the *Table 11* checklist indicating that the issues detected in 'Test 1' are fixed and include comments where applicable to detail the corrections made
 - v. provide a screenshot of the 'Report POC' page after testing and correcting the issues in *Table 12*, under 'Screenshot evidence:'. Read the 'Note' sections carefully to understand the details that must be visible on the screenshot.

Note: Once the dashboard and report pages and tested, issues are corrected, and you have recorded the screenshot evidence, save and close your Power BI work file as you will continue to work on this file again in the next task.

Checklist completion:

Table 11 - Checklist for testing the POCs for 'Presentation #2'.

#	POC Checks	Test 1		Notes/comments: Document any issues identified and recommended fixes:	Test 2	
		Tick <input checked="" type="checkbox"/> after testing each element			Tick <input checked="" type="checkbox"/> after issues are fixed.	
		Dashboard	Report page		Dashboard	Report Page
Check basic layout						
1	Uses AUS Retail's approved template with specified canvas settings.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>
2	Includes AUS Retail Logo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>
3	Displays correct title text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>
4	Displays correct sub-title text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>
5	The placement of all elements is as per the wireframe diagram.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Check the accuracy of key figures						
6	The numerical information displayed as 'Key Figures' are accurate. Note: Compare the calculated values with the figures from the sample reports provided.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes. Checked against the sample report provided for both dashboard and analysis report page.	<input type="checkbox"/>	<input type="checkbox"/>
Check the visibility of key fields						

#	POC Checks	Test 1		Notes/comments: Document any issues identified and recommended fixes:	Test 2	
		Dashboard	Report page		Dashboard	Report Page
7	All required key fields for the presentation are visible in 'Report' view.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8	Any other fields not required are hidden from 'Report' view.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Check visualisations [complete the following checks for each visual on the dashboard/report page]						
9	Data is displayed in each visual: <ul style="list-style-type: none"> is clear is correct is in the correct logical order. Note: Time-series data, must be sorted sequentially.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	It is clear and correct. But the logical order of the time series values on the axes is not in the correct sequence in the dashboard and report pages. Fix applied: 'Month' field was sorted by 'Month Number' to display the time series values correctly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Selections made using filters automatically reflect on the data in visual elements (maps, bar charts, line charts, card visuals etc.) in the dashboard/report pages.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes.	<input type="checkbox"/>	<input type="checkbox"/>
Check the functionality of the tooltip report page/s (if relevant)						
11	Tooltip page/s pops up when hovering over the relevant visual/s for which it is configured and indicates dynamic values.	<input type="checkbox"/>	<input type="checkbox"/>	N/A Tooltips are not implemented in the dashboard/report.	<input type="checkbox"/>	<input type="checkbox"/>
Check the functionality of the navigation and filtering into report page/s (if relevant)						
12	Tested navigation buttons on the dashboard page by pressing Ctrl+Click	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes. Applicable to the dashboard page.	<input type="checkbox"/>	<input type="checkbox"/>
13	Tested if slicer selections on the dashboard page are in sync with the detailed analysis/drill-through report pages. To configure synced slicers for report pages (not drill-through pages), refer to <i>AUS Retail_POC development guidelines > section 2.5 Sync slicers</i> .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Not working. The slicer selections on the dashboard aren't reflected on the analysis report. Applied fix: Used the 'Sync slicers' option on each slicer of the dashboard page to ensure they are in sync with the report page.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	Checked the ability to navigate back to the dashboard page from the report page.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes. Applicable to the report page.	<input type="checkbox"/>	<input type="checkbox"/>
To be completed by the analyst after testing the POC.						
Checklist completed by:		Student Name				
Date:		14/12/2022				

Screenshot evidence:

Assessor instructions: The screenshots must indicate that;

- the time series data is ordered sequentially (To do this, the student must set the 'Sort by column' of the 'Month' field to 'Month Number')
- the corrected order is visible on the dashboard and report pages (see highlighted in the sample screenshots provided)
- the slicer selections or filters applied in the dashboard page should reflect also on the report page, if sync slicers options is correctly configured. To do this: go to 'View' > 'Sync slicers', then select each slicer from the dashboard page and tick the check box in the 'sync' column for the 'Report POC' row. This needs to be done to all slicers on the dashboard page.

Table 12 - Evidence of tested proof of concepts for 'Presentation #2'

Required evidence: Screenshot

a. Screenshot of the 'Dashboard POC' page; tested and issues corrected.

Note: The screenshot must clearly show the following details:

- 'Report' view of the Power BI work file.
- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Filtered for years 2019-2021 for 'Furniture' and for all impact types.
- Full view of the 'Dashboard POC' page showing the corrected items.

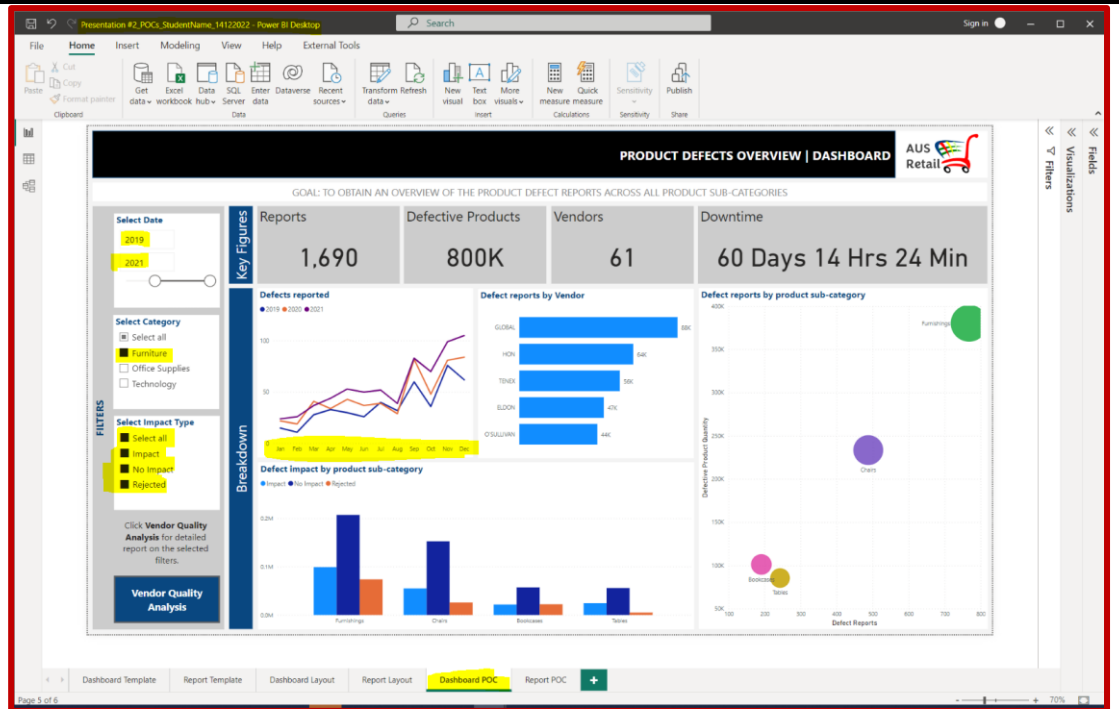


Figure 14 - Screenshot of the 'Dashboard POC' page after testing and corrections using Power BI Desktop © Microsoft

b. Screenshot of the 'Report POC' page; tested and issues corrected.

Note: The screenshot must clearly show the following details:

- 'Report' view of the Power BI work file.
- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Full view of the 'Report POC' page showing the corrected items.
- Displayed values should be in-sync with the filters applied on the dashboard page.

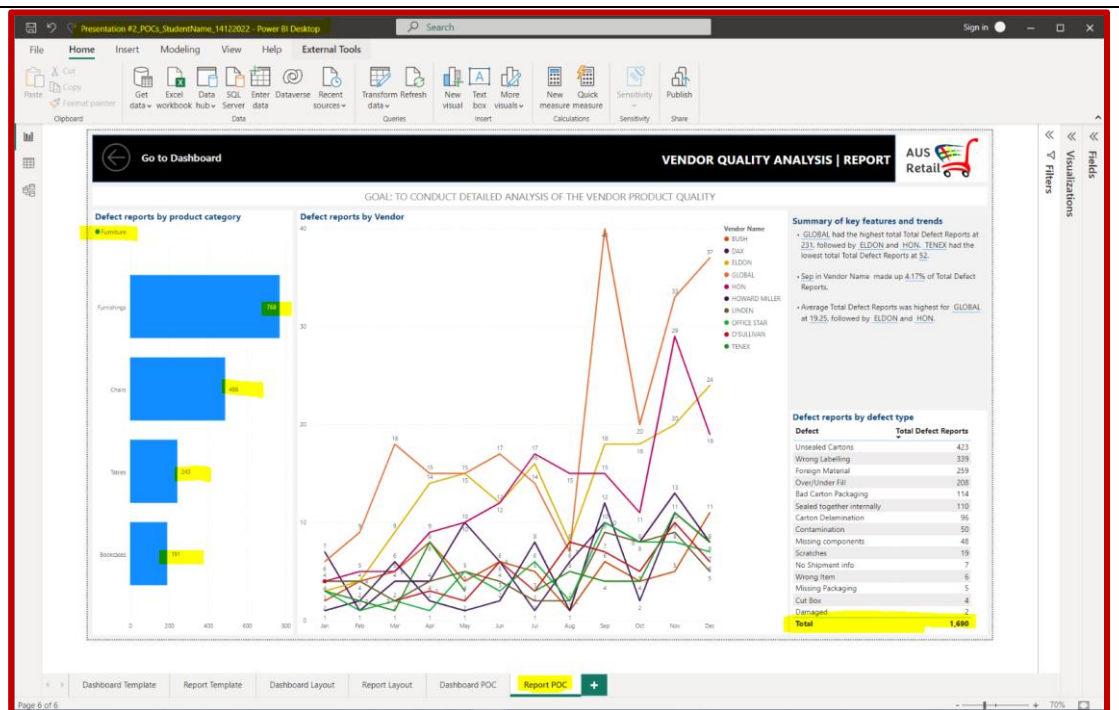


Figure 15 - Screenshot of the 'Report POC' page after testing and corrections using Power BI Desktop © Microsoft

C5. Report on specific context using 'Presentation #2' POCs

In this task, you will identify the key features and trends of captured transactional big data for 'Presentation #2' within the context of purpose and intended audience.

Continue to use the same Power BI work file *Presentation #2_POCs_YourName_ddmmyyyy.pbix* from task C4.

Intended audience and context:

- **Intended audience:** Project sponsor, Daniel Brown (Head of Operations)
- **Dashboard context:** Defect report figures during 2020 to 2021 for 'Office Supplies' and 'Technology' categories, for defects reported as 'Impact' or 'Rejected'.
- **Analysis report context:** To conduct 'Vendor Quality Analysis' within the above dashboard context.

Task:

- a. Identify the features and trends of captured data for 'Presentation #2', using the 'Dashboard POC' for the given dashboard context and intended audience.

Provide a screenshot of the 'Dashboard POC' page within this context in 'Table 13' under 'Screenshot evidence:'. Read the 'Note' sections carefully to understand the details that must be visible on the screenshot.

Assessor information: From the 'Dashboard POC' page, the student should

- use filters to select the year range 2020-2021
- use filters to select the 'Office Supplies' and 'Technology' categories
- use filters to select the impact types 'Impact' and 'Rejected'.

- b. Identify the features and trends of captured data for 'Presentation #2', using the 'Report POC' for the given analysis report context and intended audience.

Provide a screenshot of the 'Report POC' page within this context in 'Table 13' under 'Screenshot evidence:'. Read the 'Note' sections carefully to understand the details that must be visible on the screenshot.

Assessor information: From the 'Dashboard POC' page, which was customised for the specific context in the previous task [a], the student should Ctrl+Click on the 'Vendor Quality Analysis' button. to navigate to the 'Report POC' page which will generate insights according to the same context as the dashboard.

Note: Once the dashboard and report pages are generated according to the given context, and you have recorded the screenshot evidence, save and close your Power BI work file as you will continue to work on this file again in Part E.

Screenshot evidence:

Assessor instructions: The screenshots must indicate similar figures to what is displayed in the sample screenshots provided according to the given context for the dashboard and analysis report pages.

Table 13 – Evidence of tested proof of concepts for ‘Presentation #2’ according to context and intended audience

Required evidence: Screenshot

Screenshot of the ‘Dashboard POC’ page within given context.

Note: The screenshot must clearly show the following details:

- ‘Report’ view of the Power BI work file.
- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Full view of the ‘Dashboard POC’ page showing features and trends according to the given context.

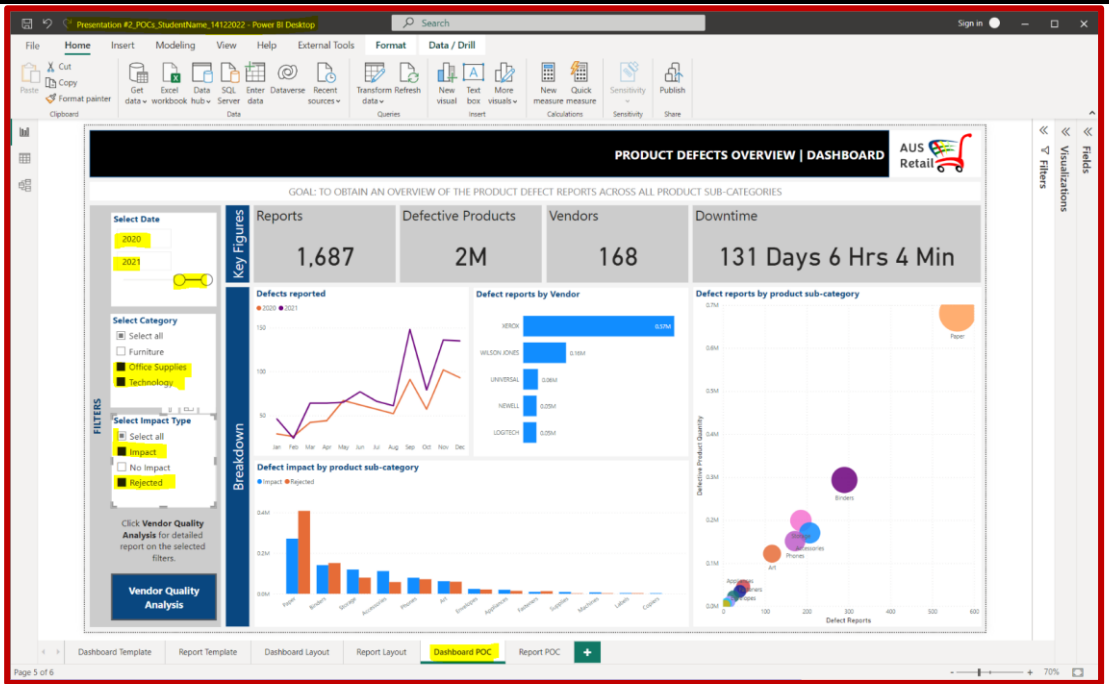


Figure 16 – Screenshot of the ‘Dashboard POC’ page created within the given context using Power BI Desktop © Microsoft

Screenshot of the ‘Report POC’ page within given context.

Note: The screenshot must clearly show the following details:

- ‘Report’ view of the Power BI work file.
- Title bar of Power BI Desktop showing the file name that includes your name initials and current date.
- Full view of the ‘Report POC’ page showing the corrected items.

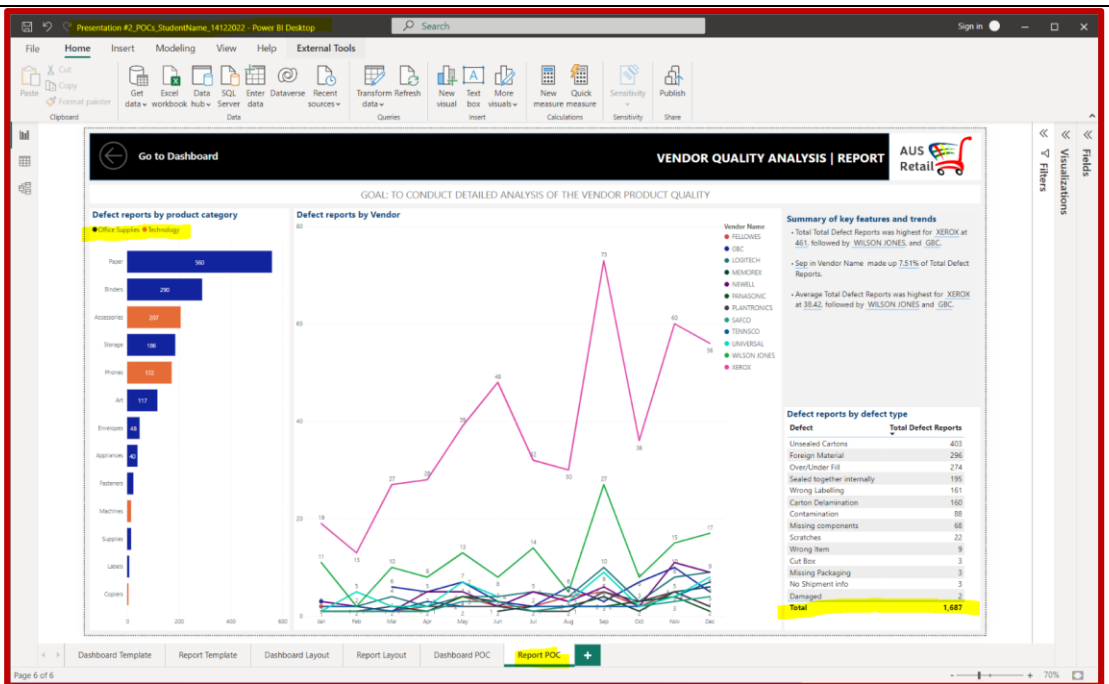


Figure 17 – Screenshot of the ‘Report POC’ page created within the given context using Power BI Desktop © Microsoft

Part D: Seek feedback from required stakeholders

To complete this part of the assessment, you are required to:

- carefully read the scenario details outlined within this section
- follow organisational policies and procedures provided
- use screenshots of the data insights presented using interactive dashboards and reports in Power BI Desktop format from the previously completed tasks **B6** and **C5** to obtain feedback.

Scenario continued:

You have received the following email from your supervisor Mia Gonzales, briefing you about the next task.

From: Gonzales, Mia
To: Student Lastname, Student Firstname
Attachments: AUS Retail_Stakeholder communication policy [.docx]
Subject: Gathering initial feedback for the big data presentations

Hi <student name>,

Great job, on creating and testing the POCs for 'Presentation #1' and 'Presentation #2'.

Your next task is to reach out to the relevant project sponsors of each presentation to obtain their feedback on the design of the POCs.

I'm aware that both Karen Jones and Daniel Brown are unavailable for any meetings this week. So, I suggest you contact each of them directly via email instead. In each email, please include screenshots of the interactive dashboard and the report pages you have created in Power BI Desktop format along with a copy of AUS Retail's recommended POC feedback form. This will help identify other requirements or amendments that must be implemented in the dashboard and report before finalising.

Please refer to the following sections of the attached *AUS Retail_Stakeholder communication policy* for important guidelines and templates that you must use.

- Section 5.2 – outlines AUS Retail's recommended email communication protocols
- Section 7.1 – outlines the procedure for obtaining POC design feedback and includes the template of the POC design feedback form.

Please CC me in your email, so I can follow up with the stakeholders if required.

All the best and kind regards,

Mia Gonzales
Chief Data Officer (CDO)
Mia.Gonzales@ausretail.com.au



Before printing this email please consider the environment.

This message may contain privileged information or confidential information or both and is intended for the recipient named. If you are not the intended addressee, please delete it and notify the sender.

D1. Seek feedback for 'Presentation #1' POCs

In this task, you will send an email to the relevant project sponsor (key stakeholder) to obtain feedback for 'Presentation #1' POCs, considering the information outlined in the email from your supervisor.

Task:

Write a draft email addressed to the required stakeholder/s (including your supervisor), requesting to provide feedback on the big data insights for 'Presentation #1', developed using the Power BI Desktop format.

When drafting the email, you must:

- a. briefly outline the purpose of the email using clear, specific and industry-related terminology
- b. include screenshots of the POC pages to present the insights in Power BI Desktop format, using the recommended 'POC design feedback form' in the body of the email
- c. request a response from the recipient, with feedback on the presented big data according to AUS Retail's policies and procedures.
- d. use AUS Retail's standard email template to draft the email.

(Word count: 65 – 95 words in the email body, excluding any text in the *POC design feedback form*).

Portfolio of evidence: *[Drafted email to key stakeholder and form completion]*

Draft your email in the space given below.

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:


- be within the specified word limit [for the email body]
- reflect the characteristics described in the exemplar answer
- include a copy of the **POC design feedback form** completed with screenshots of the 'Dashboard POC' and 'Report POC' and 'Tooltip' pages developed for 'Presentation #1'.

A sample answer is provided below.

Lastname, Firstname
From: Lastname, Firstname
Sent: Wednesday, 14th December 2022 1:00 PM
To: Jones, Karen
CC: Gonzales, Mia
Subject: POC design feedback for AUS Retail's sales transactions data

Hi Karen,

I'm writing to request your feedback on the proof of concept dashboard and report pages we have developed for you. I have included screenshots of what each page looks like for your review. I would appreciate it if you could please complete the POC design feedback form below with your feedback, comments and suggestions and send it back to me at your earliest.

	POC design feedback form
'Dashboard POC' page	

Screenshot:

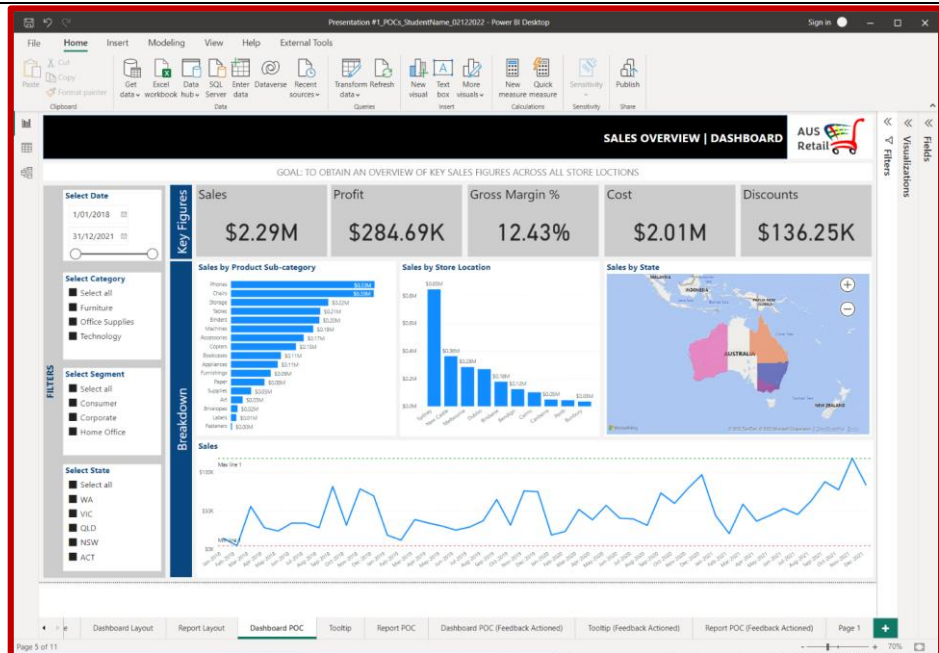


Figure 18 - Screenshot of the 'Dashboard POC' for 'Presentation #1' in Power BI Desktop © Microsoft

Feedback, suggestions and comments:

'Tooltip' page

Screenshot:

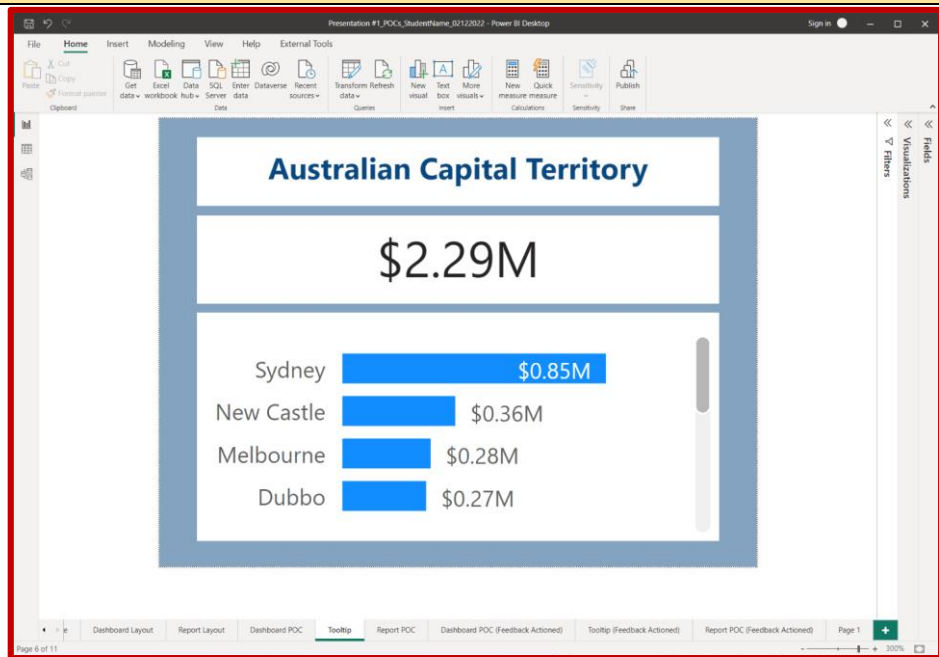


Figure 1 - Screenshot of the 'Tooltip' page for 'Presentation #1' in Power BI Desktop © Microsoft

Feedback, suggestions and comments:

'Report POC' page

Screenshot:

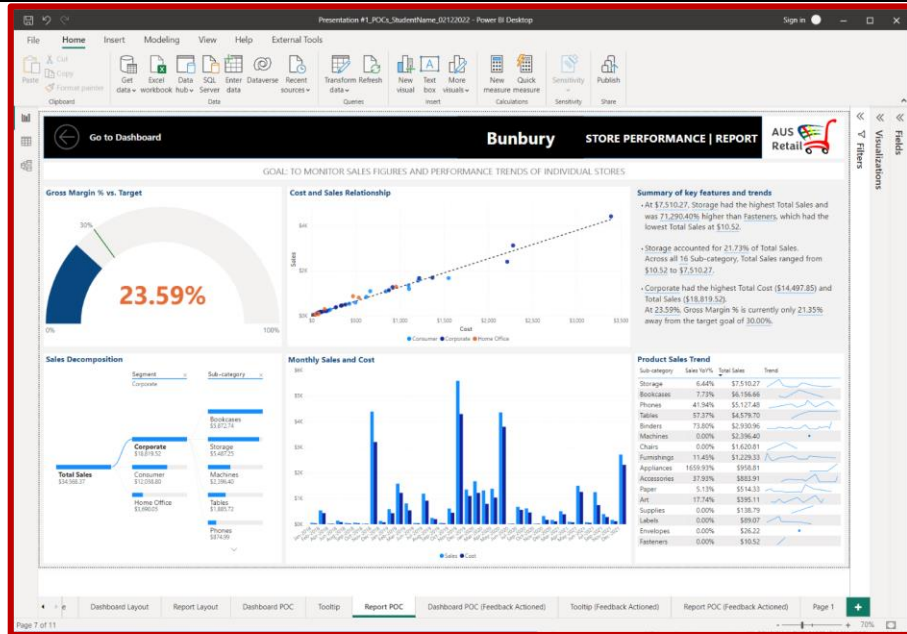


Figure 20 - Screenshot of the 'Report POC' for 'Presentation #1' in Power BI Desktop © Microsoft

Feedback, suggestions and comments:

Looking forward to your response.

Thanks and kind regards,

Firstname Lastname

Trainee Analyst

Firstname.Lastname@ausretail.com.au



Before printing this email please consider the environment.

This message may contain privileged information or confidential information or both and is intended for the recipient named. If you are not the intended addressee, please delete it and notify the sender.

D2. Seek feedback for 'Presentation #2' POCs

In this task, you will send an email to the relevant project sponsor (key stakeholder) to obtain feedback for 'Presentation #2' POCs, considering the information outlined in the email from your supervisor.

Task:

Write a draft email addressed to the required stakeholder/s (including your supervisor), requesting to provide feedback on the big data insights for 'Presentation #2' developed using the Power BI Desktop format.

When drafting the email, you must:

- briefly outline the purpose of the email using clear, specific and industry-related terminology
- include screenshots of the POC pages to present the insights in Power BI Desktop format, using the recommended 'POC design feedback form' in the body of the email
- request a response from the recipient, with feedback on the presented big data according to AUS Retail's policies and procedures.
- use AUS Retail's standard email template to draft the email.

(Word count: 65 – 95 words in the email body, excluding any text in the *POC design feedback form*).

Portfolio of evidence: *[Drafted email to key stakeholder and form completion]*

Draft your email in the space given below.

Assessor instructions: Student responses are likely to include different wording than the sample answer provided. However, the acceptable responses must:

- be within the specified word limit (for the email body)
- reflect the characteristics described in the exemplar answer
- include a copy of the **POC design feedback form** completed with screenshots of the 'Dashboard POC' and 'Report POC' and 'Tooltip' pages developed for 'Presentation #2'.

A sample answer is provided below.

Lastname, Firstname

From: Lastname, Firstname

Sent: Wednesday, 14th December 2022 1:00 PM

To: Brown, Daniel

CC: Gonzales, Mia

Subject: POC design feedback for AUS Retail's product defects and vendor quality data

Hi Daniel,

I'm writing to request your feedback on the proof of concept dashboard and report pages we have developed for you. I have included screenshots of what each page looks like for your review.

I would appreciate it if you could please complete the POC design feedback form below with your feedback, comments and suggestions and send it back to me at your earliest.



POC design feedback form

'Dashboard POC' page

Screenshot:

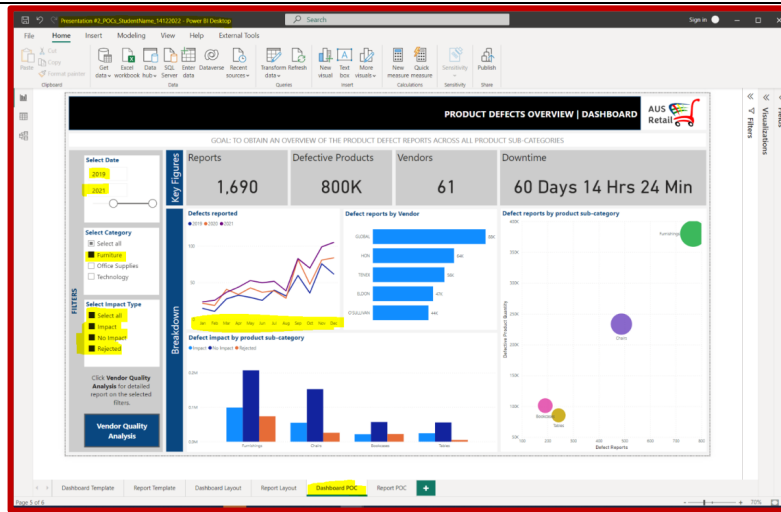


Figure 21 – Screenshot of the 'Dashboard POC' for 'Presentation #2' in Power BI Desktop © Microsoft

Feedback, suggestions and comments:

'Report' page

Screenshot:

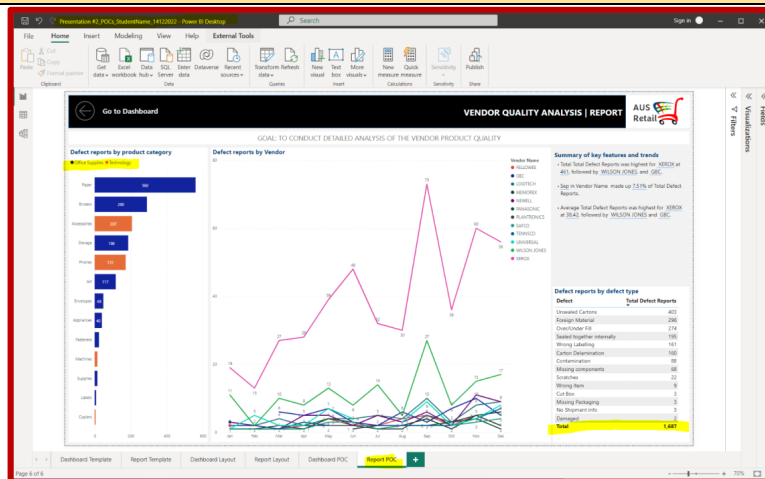


Figure 2 – Screenshot of the 'Report POC' for 'Presentation #2' in Power BI Desktop © Microsoft

Feedback, suggestions and comments:

Looking forward to your response.
Thanks and kind regards,

Firstname Lastname
Trainee Analyst
Firstname.Lastname@ausretail.com.au



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