

Course: Reporting, Analytics & Dashboard Management

ID: 1384-RADMID

CDUs/Contact Hrs / PDU: 14/21

Course Length: 2 or 3 Days

Course Description: This two or three day intensive and highly interactive course focuses on the processes, tools and techniques of the business analyst & reporting professional. We live in a world full of quantitative data and most of people constantly struggle with information overload. Learning to present both quantitative and qualitative information well is not easy. It requires communications skills that must be learned. This course uses numerous real world examples and exercises to teach participants the best practices in presenting information inclusive of the very best concepts in dashboard design and implementation.

This course has been evaluated by the Project Management Institute (PMI®) and by the International Institute of Business Analysis (IIBA®) and it has been found to be compliant with the PMBOK Guide® and the Business Analyst Book of Knowledge (BABOK®)

Course Objectives:

- How to target the message to the audience
- Which visuals work best with which audiences
- Learn to create vivid visualizations that truly tell a story for your audience
- Learn the common problems of dashboard design
- Learn to avoid clutter and communicate precisely and concisely

Target Audience: Project managers, business analysts, systems analysts, technical managers, and software developers who wish to learn the tools and techniques of effective communication, dashboard design and development, and quantitative analysis.

Prerequisites: Experience in creating or reading standard business reports and analysis is strongly recommended.

Provided Material:

- Course Binder
- Information Dashboard Design by Stephen Few (*Book*)

Course Outline:

- **Lesson 1:** A Basic overview
 - How we communicate information
 - The dangers of e-mail
 - Why are numbers so important
 - The fundamental problems of data presentation
 - Key Performance Indicators
 - Linking data to strategy
- **Lesson 2:** Graphs
 - The basics of graphs
 - Seven common quantitative relationships in graphs
 - The impact of visual perception
 - The basic visual design process
 - Highlighting data in visual design
 - Effective use of visual objects to convey information
 - Aligning visual objects to quantitative relationships
- **Lesson 3:** Tables
 - Table basics
 - What makes a well designed table
 - When are tables effective
 - Working together, tables & graphs
- **Lesson 4:** The dashboard defined
 - What is a dashboard
 - Why use a dashboard
 - The target audience of dashboards
 - The current state of dashboards
- **Lesson 5:** Dashboard design basics
 - Best practices in dashboard design
 - Core challenges in dashboard design
 - Few's 13 mistakes in dashboard design
- **Lesson 6:** The steps in dashboard design
 - The basic process of dashboard design
 - Steps to enrich a dashboard's meaning
 - Dashboard display mechanisms, when how & why
- **Lesson 7:** Day 3 – 100% Performance Point
 - Learn how to create all the reports & dashboards from Microsoft's Performance Point platform



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