Dashboard Design Requirements Questionnaire

Before we can help your organization with a design of a dashboard, we need to understand your business needs and specifically the details of your requirements.

1. How frequently should the data be updated in the dashboard? In other words, how often does information inside your organization change that needs to be included on your dashboard. For instance, if you are running an airline, you need refreshed data instantly; but if you ship once a day or twice a day, that wouldn't require second by second updates.

2. Who will use the dashboard? Is it for a single person, a single group, or people in several different departments?

3. What will they use the dashboard for? What questions will they use it to answer?

4. What actions would users take in response to these answers?

5. What specific information should be displayed on the dashboard? Using #3 above, list all of the data items or information that needs to be included. Try to visualize a summary chart, like a pie chart of information and click on a wedge to get a detail report.

6. Which of the data items listed above are the most important elements. Prioritize these items in #5.

7. Are there logical groups of these items; such as Inventory, Sales, Receivables etc.?

8. Do you have budgets, goals or Key Performance Indicators that match up to the needs detailed in #5? What should occur on a favorable comparison? Unfavorable?

Need help? Just give us a call at 323-465-9115 x212. We'll help you answer these.