



Dashboard Design Guidelines

#1: Page Layout

A dashboard includes 3 main parts: **Header, Body, Footer.**

Header includes the title and optionally a logo. The title sets the context for the dashboard.

Body includes the content: Charts and Tables.

Footer includes the date and the date of last data refresh.

#2: Charts vs. Tables

If only possible use charts and avoid tables on a dashboard. If tables are to be shown, show values in a chart form - for as many numeric columns as possible.

#3: Chart Types

Two chart types and their combinations are sufficient for 90% of the visualisations: **Line Charts** and **Bar Charts.**

For comparing the values use horizontal **Bar Charts.**

For showing a timeline use **Line Charts** and/or vertical **Bar Charts.**

#4: Never just show Actual Values!

Always show Actual values in relation to: Target, Forecast, Previous Period, ...

If possible also show trends.

#5: MultiBase KPI Dashlet

For executive view use a combination of a timeline (Actual, Previous Period, Target) as well as tile views of a **KPI.**

#6: Colors

Be very restrictive by using colors. Define the color palette for showing Actuals, Targets, Previous Period as well as colors for highlighting business positive and business negative values.

#7: Fonts

Clearly define font types and sizes for labels and numerical values.

#8: Themes

Use Power BI Themes for defining standards for at least:

- Chart Types
- Line/Bar Shapes
- Fonts
- Colors

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