

Overview

This standard is about creating business insight dashboards and reports using industry standard Business Intelligence (BI) software.

This involves the delivery of organisational reporting and dashboards. This includes analysing routine data and putting this into clear and concise insights to be able to communicate this back to internal stakeholders.

This standard is for those who need to create business insight dashboards and reports using industry standard BI software as part of their duties.

Performance criteria

You must be able to:

1. Identify customer requirements to plan dashboard or reporting solutions
2. Select the specified data to produce reports and dashboards
3. Create and modify data reports and dashboards using industry standard tools to provide business insights
4. Assist in providing performance metrics across the reporting suite to inform stakeholders
5. Deliver ad hoc reports in line with organisational requirements
6. Distribute reports and dashboards to stakeholders in line with organisational procedures
7. Publish reports and dashboards on the Internet in line with organisational procedures

Knowledge and understanding

You need to know and understand:

1. The organisational data reporting processes and how to apply them
2. What is meant by business intelligence and data-driven decision making
3. The internal data sources used to generate business insight reports and dashboards
4. The importance of data quality and common quality issues that can arise
5. The privacy and security issues that can arise when handling data
6. The ethical issues that can arise when using data to create business insights and how to manage these
7. The industry standard tools used to create business insight reports and dashboards and how to apply them
8. The types of data and data formats used and how to work with them
9. How to publish business insight reports and dashboards

TECHDUBI1

Create business insight dashboards and reports



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