# **Power BI License Request Form**

## **Requestor Information**

**1.1** First and Last Name: Click or tap here to enter your name.

**1.2** Agency: Choose an agency from the list. If other, please specify.

**1.3** Job Title: Click or tap here to enter your job position.

**1.4** City Email Address: Click or tap here to enter your email address.

## **Business Case**

**2.1** Describe your goals: What do you want to use Power BI for?

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| --- |
| E.g., My team wants to publish a dashboard to track Madison’s long-term community and economic recovery from COVID-19. |

**2.2** Content: What information do you want to share?

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| --- |
| E.g., We want to share the rate of partially and fully vaccinated residents, the number of hospitalizations and deaths throughout the year... |

**2.3** Why do you believe that Power BI is the right tool for this?

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| You can mention specific Power BI functionalities you want to use, or you can explain why a currently used tool (such as Excel) is not appropriate for your project. |

## **Presentation**

**3.1** Who is your audience?*Please, include the size of your audience when possible.*

Myself (Solo Analysis)

Within my team or department

Please, specify: E.g., my team / my agency / two other teams with my division

Interdepartmental

Please, specify: E.g., sharing with the Community Development Division

External

Please, specify: E.g., Madison Residents / specific stakeholder

Other

Please, specify: Click or tap here to enter an unlisted audience.

**3.2** Dashboard location: Where will your dashboard be published?

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| --- |
| E.g., Internal webpage on Employeenet (specify the page if possible); City of Madison website available to the public (specify a page if possible). |

**3.3** Placement Method: Will your dashboard be embedded in a web page with additional content or simply the plain dashboard itself?

Embedded dashboard

Plain dashboard

## **Data Sources**

**4.1** Data source: where your data is coming from? Who is collecting your data?

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| --- |
| E.g., my team collects the data and store it on a SQL server / We downloaded an Excel spreadsheet from websiteexample.com / We receive data from PartnerName and do not know the data source. |

**4.2** Frequency: How often do you want to update your dashboard’s data?

|  |
| --- |
| E.g., Every hour / Once every month / We will not update it after publishing |

## **Familiarity with Power BI**

**5.1** Do you already use Power BI Desktop? Yes No

If you checked “yes,” please describe your skills:

|  |
| --- |
| E.g.: I have been using Power BI for # years / I know how to use Power Query to clean and transform my data / I use DAX to create new measures / I created the following dashboards: InsertLink |

## **Familiarity with Data, visualization, or related software**

**6.1** List visualization and data-related software that you have experience with.

|  |  |  |
| --- | --- | --- |
| Software | Level and Years of Experience | Main Functionalities Used |
| E.g., Excel | E.g., Advanced / 7 years | E.g., Logical Formulas, Graphs, What-If Analysis, Macros |
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