

<b>Category</b>	<b>Subtopic</b>	<b>Questions</b>
<b>Project</b>	Overview	What is the general scope of this project?
	Goals	What are the specific objectives we aim to achieve with this project?
	Owner	Who is responsible for overseeing and managing this project?
	Timeline	When is the expected started and completion date for this project?
	Budget	Funding Sources - Are there specific funding sources or budgets allocated for this project?
	Stakeholders	Audience - Who is the primary audience for this dashboard?
<b>Purpose</b>	Dashboard Topic	What main topics or data areas should the dashboard cover?
	Business Questions	Business Questions - What are the key business questions the dashboard needs to answer?
	KPIs & Metrics	KPIs/ Metrics - What are the key performance indicators (KPIs) or metrics that need to be tracked?
<b>Data Discovery</b>	Single vs Multiple Sources	Is the data coming from a single source or multiple sources?
	Data Sources	What is/are the source(s) of data for the dashboard?
	Data ownership	Who owns the data sources, and are there any restrictions on their use? Contact?
	Data Location	Where are the data sources located (on-premises, cloud, third-party)?
<b>Data Interpretation</b>	Data Types	What types of data (quantitative/qualitative) need to be represented?
	Design	Are there specific branding guidelines (colors, fonts, logos) to follow?

	Tabs/Sections	How many tabs or sections are envisioned for the dashboard?
	Interactivity Features	Are there specific interactivity features needed (e.g., filters, drill-downs)?
	Visualization Preferences	Are there preferences or requirements for specific types of visualizations (charts, graphs, tables)?
<b>Safety &amp; Security</b>	Row-Level Security (RLS)	Is row-level security required for any of the data/views?
	Data Sensitivity	Are there any sensitive data elements that require special handling or compliance measures?
<b>Publishing &amp; Sharing</b>	Access	Who will have access to the dashboard?
	Distribution	How will the dashboard be distributed or published to the audience?
	Refresh Frequency	How often does the data need to be refreshed?
	Version Control	What mechanisms will be in place for managing versions of the dashboard?

<b>Respondents</b>
Showpad dashboard development project
Viktorie Láchová
1.2.2024 - 31.3.2024
Secured funding of \$10000
Commercial operations, Sales management, training & development team, marketing team
Commercial Operations - Showpad platform Usage, Marketing content engagement, Sales - Field team engagement, Coach trainings overview
Commercial operations - Showpad Usage - (Logins), What is device usage? Marketing Content – What materials were most popular in the last 14 days? What views and other interactions do the materials for the new product have? Who looked at these materials from our field? Field Team Engagement - How often is a team active on the Showpad? Who among them is the most active and what materials do they interact with? Coach Training - What is the average completion of training for the year 2023? Which region or country has the greatest engagement in coach training?
Field Engagement Rate % - if a Showpad user is active at least once a week, he is considered an active user. When logging into the system once a week, the user will have 100% activity for the week. Average views per user - How many views individual materials have and how many people have seen these materials. Coach Metrics - measurement of average involvement in coach trainings. Field Updates Participation % - What percentage attended the meeting, always calculated from the core time on the call, with full participation of 100%.
Multiple
Showpad Database, Excel files
Showpad platform are owners - database - API - <a href="https://docs.api.showpad.com/">https://docs.api.showpad.com/</a>
Both
Company Branding & Colors

Marketin Content, Field Showpad Engagement, Coach Engagement, Field Updates, 5 - Overview Page - Per user all details
filters -time & regions
They can all be, just stick to easily understandable concepts to the data.
Can be, but its not neseccary- Employee Role, they can't see their management activities or their colleague.
People's names, their manager and role are not sensitive data. Interaction with materials and activity of sales representatives could.
Only people selected by stakeholders will get access. I'll provide s list.
Workspace, shared once a month.
Twice a month
Tabular Editor































