

# The Analyst Process: Converting a Past Report to Power BI

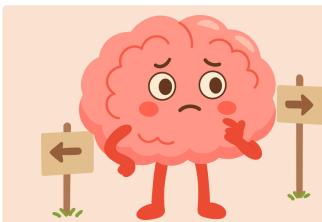
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## Without a Centralized Metadata Management Tool



### The “Scavenger Hunt” for Data

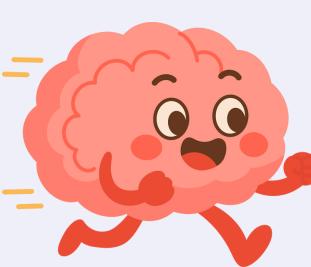
Spreadsheets with in-cell formulas	Ad-hoc SQL queries
Locally stored data files	An uncommented Python script
Inconsistently named and dated versions of dashboard	Email threads



### Missing, outdated, or conflicting documentation

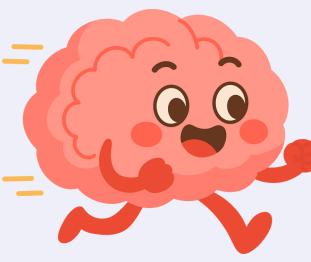
## Manual data prep and cleaning in Power Query to create trusted dataset

Interpret multiple script languages for calculations and transforms



Refer to existing data dictionary for trusted KPI definitions, tables, and locate necessary definitions, data sources, and fields.

## Connect to dataset



Metadata dictionaries provide clarity in non-coded language with standard naming conventions for simplified identification

## Recreate logic using Power Query functions and M scripts

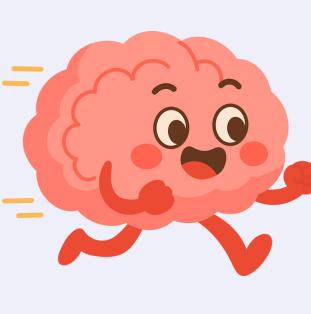
## Build data model



Analyze original data source structure.

Identify underlying data relationships by manually combing through database tables for primary and foreign keys.

Translate to a star schema.



Refer to existing lineage map and data dictionary.

## Identify additional compound keys, sort tables, or bridge tables Power BI requires

## Build star schema

## Write DAX measures

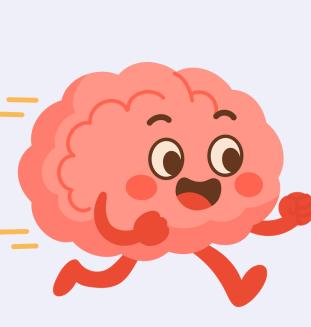


Validate and determine correct KPI metric calculation in original report data set.

Translate from other query language to DAX

Go back and forth between different reports and data model build to ensure row and filter contexts are applied appropriately.

Discover inconsistent or illogical calculations in original. Go back to manual data prep.



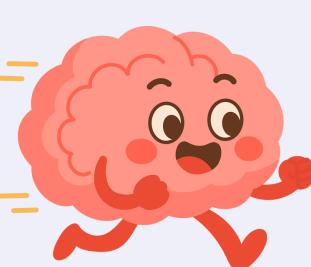
Refer to data dictionary for trusted metric definitions. Use lineage map to quickly trace row and filter contexts.

## Build visuals

## Publish Workbook

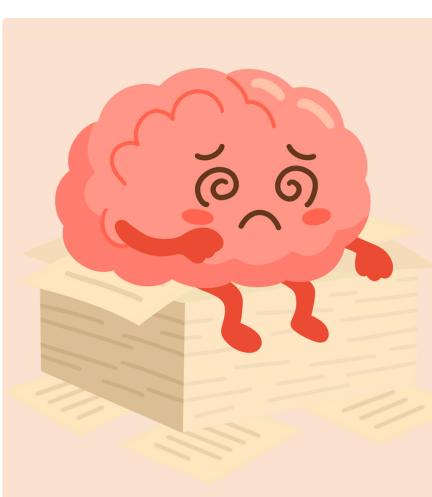


Explain data and metrics to end user. Repeat in full every cycle.



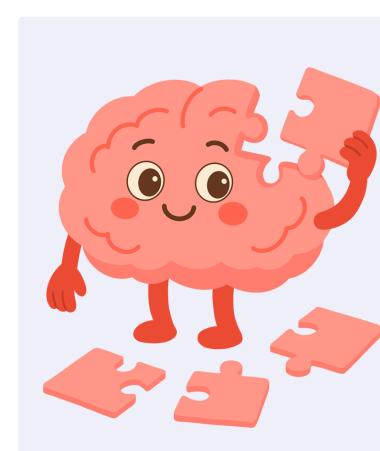
End users use data dictionary and lineage maps to understand dashboard. (in decreasing amounts as time goes on and trust builds in reporting)

## Create Process Documentation



Update documentation manually.

Often rushed and incomplete, or skipped altogether, resulting in a future scavenger hunt. Usually not accessible to end users.



Use Plaid Govern to automatically ingest new structure. Add new definitions to dictionary only if new fields created.

