Project Dashboards with Power BI Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective project management requires timely insights, real-time monitoring, and interactive reporting tools that can transform complex project data into actionable intelligence. Project Dashboards with Power BI Training Course equips participants with advanced skills to design, develop, and deploy visually compelling dashboards that enhance decision-making, improve project performance tracking, and drive operational efficiency. Participants will explore the integration of multiple data sources, dynamic visualization techniques, and advanced DAX (Data Analysis Expressions) functions to create dashboards that provide transparency, accountability, and actionable insights across all project levels.

This course also emphasizes practical application through hands-on exercises, real-world case studies, and step-by-step guidance in leveraging Power BI's full suite of features. Participants will gain the ability to automate reporting processes, monitor key performance indicators (KPIs), and communicate project insights effectively to stakeholders. By mastering dashboard design principles, data modeling, and interactive visualization strategies, learners will enhance project oversight, reduce reporting bottlenecks, and enable strategic decision-making across portfolios.

Programme Curriculum

Project Dashboards with Power BI Training Course

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Course Objectives

1. Understand the fundamentals of Power BI and its role in project dashboard development.
2. Connect, clean, and transform project data from multiple sources for reporting.
3. Design interactive and user-friendly dashboards tailored to stakeholder needs.
4. Apply DAX functions for advanced data calculations and insights.
5. Build dynamic visualizations to track project KPIs and milestones.
6. Implement drill-down, filter, and slicer functionalities for detailed analysis.
7. Automate data refresh and reporting processes for real-time monitoring.
8. Integrate Power BI with project management tools (e.g., MS Project, Jira).
9. Ensure dashboard accessibility, security, and compliance for organizational use.
10. Analyze project risks and performance trends using visual analytics.
11. Customize dashboard layouts and themes to align with organizational standards.
12. Develop actionable insights for executive decision-making.
13. Evaluate and optimize dashboard performance and usability.

Organizational Benefits

- Enhanced project visibility and transparency across teams
- Improved decision-making based on real-time data insights
- Reduced reporting time and administrative effort
- Increased stakeholder engagement and satisfaction
- Strengthened project performance tracking and accountability
- Better risk management through timely visualization of project metrics
- Streamlined integration of multiple data sources into a unified view
- Improved communication of project outcomes and KPIs
- Support for data-driven culture and operational excellence
- Enhanced ability to scale reporting across multiple projects and portfolios

Target Audiences

- Project managers and coordinators
- Program and portfolio managers
- Business analysts and data specialists
- Project sponsors and executive stakeholders
- PMO (Project Management Office) staff
- IT and systems integration professionals

- Project reporting and control officers
- Consultants supporting project monitoring and reporting

Course Duration: 5 days

Course Modules

Module 1: Introduction to Power BI for Projects

- Overview of Power BI interface and components
- Understanding datasets, reports, and dashboards
- Navigating workspace, data modeling, and queries
- Connecting to project data sources
- Introduction to basic visualization tools
- Case Study: Building a project overview dashboard for a mid-sized organization

Module 2: Data Preparation and Transformation

- Importing project data from Excel, SharePoint, and databases
- Cleaning, formatting, and shaping data using Power Query
- Handling missing or inconsistent data
- Creating relationships between project datasets
- Optimizing data models for performance
- Case Study: Transforming raw project schedules into analysis-ready datasets

Module 3: Designing Interactive Dashboards

- Principles of effective dashboard design
- Choosing the right visualizations for project metrics
- Layout, color schemes, and themes for clarity
- Using slicers and filters to enhance interactivity
- Incorporating KPI indicators and milestones
- Case Study: Designing a stakeholder-ready project performance dashboard

Module 4: Advanced Data Analysis with DAX

- Introduction to DAX functions for project calculations
- Creating calculated columns and measures for KPIs
- Time intelligence for project schedules and deadlines
- Conditional formatting and dynamic measures
- Combining multiple calculations for trend analysis
- Case Study: Using DAX to calculate earned value and schedule variance

Module 5: Project Reporting and Automation

- Setting up scheduled data refresh and report updates
- Automating repetitive reporting tasks
- Exporting dashboards and sharing with teams
- Integrating Power BI with project management tools
- Ensuring security and access permissions
- Case Study: Automated weekly project progress report dashboard

Module 6: Monitoring Project KPIs

- Identifying critical KPIs for cost, scope, schedule, and quality
- Building visual alerts for threshold breaches
- Analyzing trends and variances in project performance
- Combining multiple KPIs into a single dashboard view
- Tracking resources and budget utilization
- Case Study: Real-time KPI monitoring dashboard for a multi-project portfolio

Module 7: Advanced Visualization Techniques

- Using drill-downs, tooltips, and bookmarks
- Creating interactive slicers for detailed analysis
- Incorporating maps and Gantt charts for project visualization
- Using custom visuals from Power BI marketplace
- Enhancing dashboard storytelling through visuals
- Case Study: Multi-layered project risk dashboard with drill-through insights

Module 8: Dashboard Optimization and Governance

- Performance tuning for large datasets
- Ensuring accessibility and responsive design
- Establishing governance, sharing, and version control policies
- Monitoring usage and gathering user feedback
- Maintaining dashboards over project lifecycle changes
- Case Study: Optimizing an enterprise project dashboard for global teams

Training Methodology

- Instructor-led demonstrations of Power BI features and functionalities
- Hands-on exercises using real project datasets
- Group activities for dashboard design and KPI mapping

- Interactive case study discussions for practical application
- Collaborative sessions for building and refining dashboards
- Continuous feedback, peer review, and assessment exercises

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.
f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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