



Top 9 golden rules for good dashboarding

To make your dashboard implementation a success, use these 9 golden rules when working with your chosen vendor. They will allow you to plan, implement and encourage early adoption in your organisation.

Golden rules for good dashboarding

- 1 Keep it simple**
Identify the first few KPIs you consider to be critical and concentrate on those initially.
- 2 Make it relevant**
It sounds obvious but you can almost chart any data that you want. Once you have your main KPIs, give a careful thought to those which can add more value.
- 3 Listen to others**
Discuss with your line manager and your team what is the most difficult to report on. Is it a contender for a new chart? Keep refining information until you've got what is needed by the business.



- 4 Involve the techies**
Getting real-time data means calling on the skills of your Management Information Systems department. They have access to the databases and are skilled in data aggregation.

- 5 Ensure accuracy**
If viewers ever find an error in their dashboard charts, this may lead to a lack of confidence in your data. Make sure your efforts are not confined to the bin.

- 6 Make it timely and relevant**
A system that operates in real-time is a must. However, ensure that the charts are relevant now, not just for reports every month. Your viewers will buy in if they can access accurate real-time data.

- 7 Engage users for adoption**
Dashboards are easy to use. You still need to encourage adoption. Start to send simple and clear instructions and a few screenshots. Soon, users will adopt the software.

- 8 Be persistent**
Getting mainstream adoption will not be an issue but some people will still not use them regularly. Engage with these employees, ask them for feedback, ask if they need any help and follow up. Once they get into the habit, we pretty much guarantee they'll be hooked.

- 9 Don't rush-out**
Don't be tempted to rush out with your shiny new charts. Take the time to reflect on them before sharing. If you need to build some more data over time to make it more relevant, then do so.

