Figure 1: AI-Assisted Power BI for Business Analytics

Executive Summary

Report Title: [Report/Dashboard Name] **Prepared By:** [Student Name(s)] **Date:** [Date] **Course:** AI-Assisted Power BI for Business Analytics

Business Context

One paragraph summarizing the business situation and why this analysis was requested.

> Example: The Sales Leadership team requested analysis of cloud subscription revenue to understand regional performance variations and identify factors driving customer churn. This analysis supports Q2 planning decisions.

Key Questions Addressed

List the questions from the BRD and your data-driven answers.

BRD Question	Finding	Evidence
[Question 1 from BRD]	[Your answer]	[What data supports this?]
[Question 2 from BRD]	[Your answer]	[What data supports this?]
[Question 3 from BRD]	[Your answer]	[What data supports this?]

Additional Insights Discovered

Patterns or findings that emerged during analysis beyond the original BRD questions.

Insight 1: [Title]

Finding: [What did you discover?]

So What: [Why does this matter to the business?]

Now What: [What action should be taken?]

Insight 2: [Title]

Finding: [What did you discover?]

So What: [Why does this matter to the business?]

Now What: [What action should be taken?]

AI-Assisted Analysis

Brief reflection on how Copilot and AI visuals contributed to this analysis.

AI Capability Used	How It Helped
[e.g., Copilot Q&A]	[e.g., Quickly identified top revenue regions]
[e.g., Key Influencers]	[e.g., Revealed that company size drives churn risk]
[e.g., Smart Narrative]	[e.g., Summarized monthly trends automatically]

Recommendations

Actionable recommendations based on your analysis. Be specific.

Priority	Recommendation	Expected Impact	Owner
High	[Action to take]	[What will improve?]	[Who should act?]
Medium	[Action to take]	[What will improve?]	[Who should act?]
Low	[Action to take]	[What will improve?]	[Who should act?]

Limitations & Caveats

What should the reader keep in mind when interpreting these findings?

- [e.g., Analysis covers Jan 2023 - Dec 2024 only]
- [e.g., Customer satisfaction data is self-reported]
- [e.g., Dataset is synthetic and may not reflect actual patterns]

Appendix: Key Visuals

Include 2-3 screenshots of the most important visuals from your report.

Visual	What It Shows
[Screenshot or description]	[Key takeaway from this visual]

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