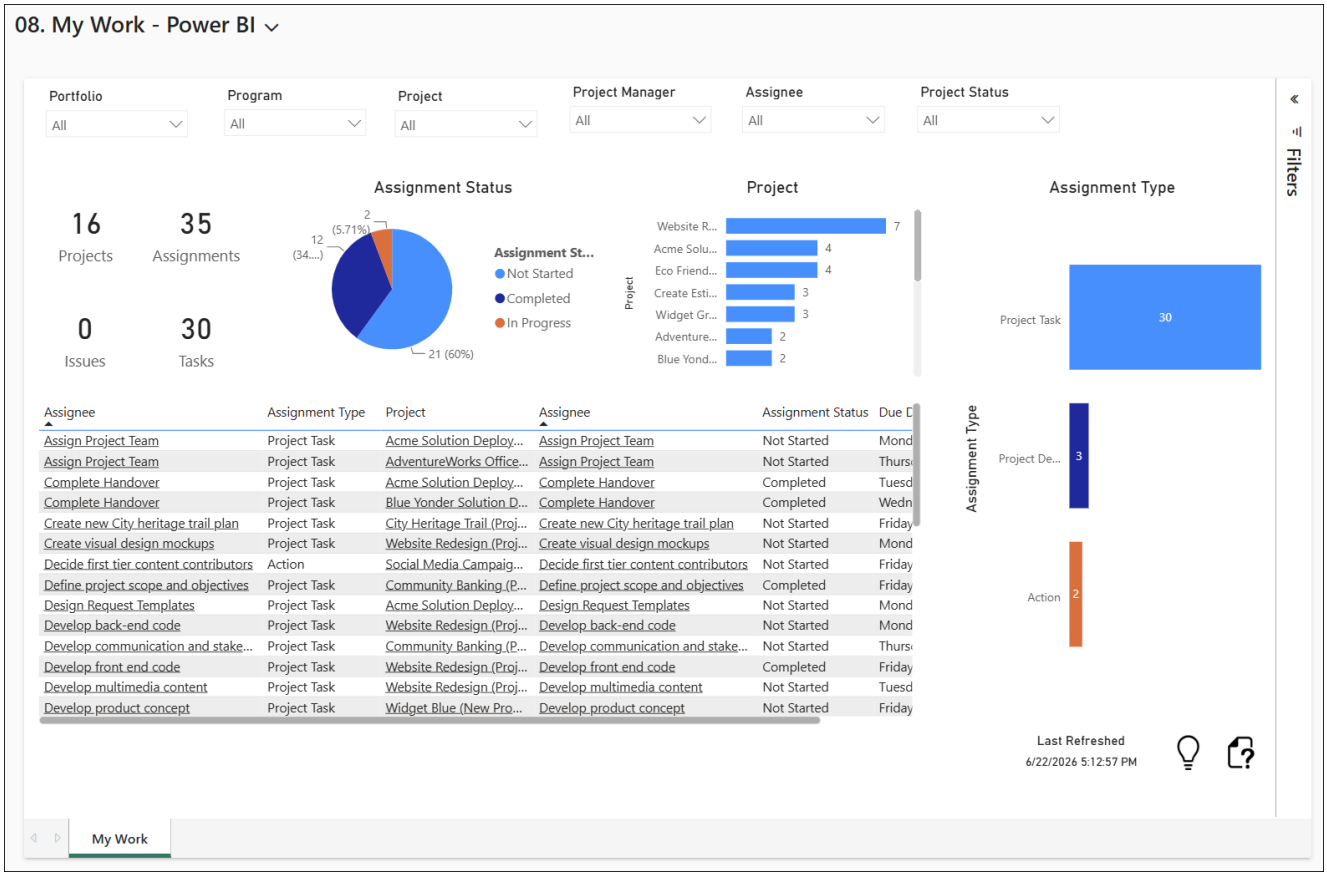
My Work - Power BI Dashboard



Project Management Context

The My Work dashboard is a personalized workspace that displays work assigned to the currently logged-in user. It provides a centralized location for reviewing assigned tasks, monitoring ongoing responsibilities, and identifying upcoming work. Clicking different rows and interactive elements changes the report's focus and refreshes the information displayed on the screen, allowing users to examine individual assignments without leaving the page.

Note

- As referenced in the Install Guide, in order for the My Work Power BI reports to function properly for a user they must be added to the Power BI Workspace with Viewer access (Admin access will display work for all users, not just for themselves), and to the user security group for the report dataset.
- For dashboards that indicate Late and Overdue work: "Late" means the Start Date has been missed, and "Overdue" means the Finish Date has been missed.
- See also Power BI Dashboards Overview and Work Allocation Reports.
- See also Security and Power BI Reports for important information related to user access to reports.

Assigned Work Items

The report lists assignments that belong to the current user. Selecting a different work item immediately updates the surrounding information so the screen reflects the currently selected assignment.

Assignment Details

Detailed information is presented for the selected work item, helping users better understand the assignment. As different records are chosen, the displayed details automatically change to match the current selection.

Personal Work Organization

The page is organized to help users review their responsibilities in an efficient manner. Interactive selections make it easy to move between assignments while keeping the displayed information synchronized.

Dynamic Report Focus

Clicking available records and report elements changes the report's focus, causing related information elsewhere on the page to update accordingly.

Work Status

Work status indicators provide a quick understanding of the progress of assigned work. As users navigate between assignments, the status information displayed changes to reflect the selected item.

Assignment Navigation

Users can move between different assigned work items without opening separate pages. Each selection updates what is displayed, creating a streamlined experience for reviewing multiple assignments.

Managing Your Work

The My Work page helps users stay informed about their own responsibilities by presenting assigned work in a single interactive view. Its responsive design allows users to review, monitor, and navigate their workload efficiently.