Dashboard Minimum Standard

General Assembly — Shared leaders and participant handout

Every published dashboard should show

- dashboard refresh time
- source-data refresh time
- source system or dataset origin
- owner or contact point
- metric definitions and denominator notes
- known limitations or exclusions
- lineage or transformation cue

Leader questions

- When did the dashboard refresh, and when did the underlying source refresh?
- Who owns this metric definition?
- Who is included or excluded from the denominator?
- What manual handling or spreadsheet steps sit behind this?
- What limitation would make this unsafe for a decision?

Producer checks

- Would a new reader understand what period the numbers refer to?
- Is the source freshness visible, not assumed?
- Are any delayed feeds, manual reconciliations, or exclusions stated?
- Is there a clear owner for corrections?

Synthetic annotation

Dashboard refreshed: 08:00 today.
Source extract refreshed: 18:00 Monday.
Owner: Service Performance.
Known limitation: South region data delayed pending manual reconciliation.
Definition note: repeat faults excludes planned maintenance and test events.