Visualizing KPIs with Data Dashboards

Part 1: Office Roleplay Dialogue

Scenario: A Data Analyst, Mei, is discussing the creation and maintenance of a **dashboard** to track key business metrics with her colleague, Ryan.

Ryan: Hey Mei, the management team wants a **dashboard** to monitor our sales performance. Have you started working on it?

Mei: Yes! I've set up a **KPI (Key Performance Indicator)** section to track revenue, customer retention, and conversion rates.

Ryan: That's great. How are you handling **data visualization**? The team needs a clear and easy-to-read format.

Mei: I'm using a **bar chart** to compare monthly sales figures and a **pie chart** to show the distribution of revenue sources.

Ryan: Good idea. A **bar chart** is perfect for spotting trends over time. Do we have interactive filters for deeper analysis?

Mei: Yes, users can filter the data by region, product category, and time period.

Ryan: That's useful! Are the **KPIs** updating in real time, or do they need to be refreshed manually?

Mei: They update automatically every hour, but users can also refresh them manually if needed.

Ryan: Excellent. What about mobile compatibility? The executives want to check the **dashboard** on their phones.

Mei: It's fully responsive, so it works on both desktop and mobile devices.

Ryan: That's perfect. I'll present the **data visualization** options to the team, and we can make any final adjustments.

Mei: Sounds good! Let me know if they have any feedback, and I'll make the necessary changes.

Part 2: Comprehension Questions

1. What is the purpose of the dashboard Mei is working on?
(A) To update company policies
(B) To monitor sales performance
(C) To store customer emails
(D) To improve employee attendance

2. How is Mei visualizing monthly sales trends?
(A) With a bar chart
(B) With a text document
(C) With a checklist
(D) With a pie chart

3. What feature allows users to analyze specific data points?
(A) Changing the company logo
(B) Exporting the dashboard as a PDF
(C) Removing all charts from the dashboard
(D) Interactive filters

4. How often do the KPIs update?
(A) Once a year

(B) Only when the system crashes

(C) Every hour

(D) Every time a new employee is hired

Part 3: Key Vocabulary Definitions in Japanese

1. **Dashboard (ダッシュボード)** – データを視覚的に表示し、業績や KPI を監視するためのインターフェース。

2. **KPI (Key Performance Indicator) (主要業績評価指標)** – 目標達成度を測るための重要な指標。

3. **Data Visualization (データ可視化)** – グラフや図を用いてデータを分かりやすく表現する手法。

4. **Bar Chart (棒グラフ)** – データの変化を視覚的に比較するための横または縦の棒を使ったグラフ。

5. **Pie Chart (円グラフ)** – 全体の中で各要素が占める割合を視覚的に示す円形のグラフ。

Part 4: Questions & Correct Answers

1. **What is the purpose of the dashboard Mei is working on?**
   ✅ (B) To monitor sales performance

2. **How is Mei visualizing monthly sales trends?**
   ✅ (A) With a bar chart

3. **What feature allows users to analyze specific data points?**

   ✅ (D) Interactive filters

4. **How often do the KPIs update?**

   ✅ (C) Every hour