Emplvyee Data Analysis using Excel

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PROJECT TITLE

Emplvyee Perfvrmance Analysis using Excel

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AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion

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PROBLEM STATEMENT

- Utilize Excel to efficiently analyse employee data by leveraging functions such as PivotTables, and c o n d i t i o n a l   f o r m a t t i n g . This enables the identification of key trends, such as current employee rates, performance levels. Decision-making processes by visualizing this data through pie chart."

PROJECT OVERVIEW

- This project focuses on analysing employee data to identify trends and insights that can drive better decisions.
  Excel will be used to clean, organize, and visualize key metrics such as employee demographics, performance, and retention rates.
  The analysis will highlight areas of improvement in workforce management, helping to optimize resource allocation.
  Outcomes will include detailed reports and dashboards for management review.
  The findings aim to support strategic planning.

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WHO ARE THE END USERS?

The end users of the employee data analysis are HR managers, team leads, and senior management.

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OUR SOLUTION AND ITS VALUE PROPOSITION

1. Conditional formatting – highlights missing cells
   Filter- helps to remove the empty cells
   Formula – helps to identify the performance of employees
   Pivot table – helps to summarise
   Pie chart – shows the data

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Dataset Description

1. EMPLOYEE ID
   FIRST NAME
   LAST NAME
   BUSINESS UNIT
   EMPLOYEE TYPE
   EMPLOYEE CLASSIFICATION TYPE
   GENDER
   PERFORMANCE SCORE
   CURRENT EMPLOYEE RATE
   PERFORMANCE LEVEL

THE "WOW" IN OUR SOLUTION

Perfvrmance level

=IFS(Z9>=5,"VERY HIGH",Z9>=4,"HIGH",Z9>=3,"MED",TRUE,"LOW")

MODELLING

- D A T A   C O L L E C T I O N
  I d e n t i f i c a t i o n
  G a t h e r i n g
  P r e p a r a t i o n
  DATA CLEANING
- S t a n d a r d i z a t i o n
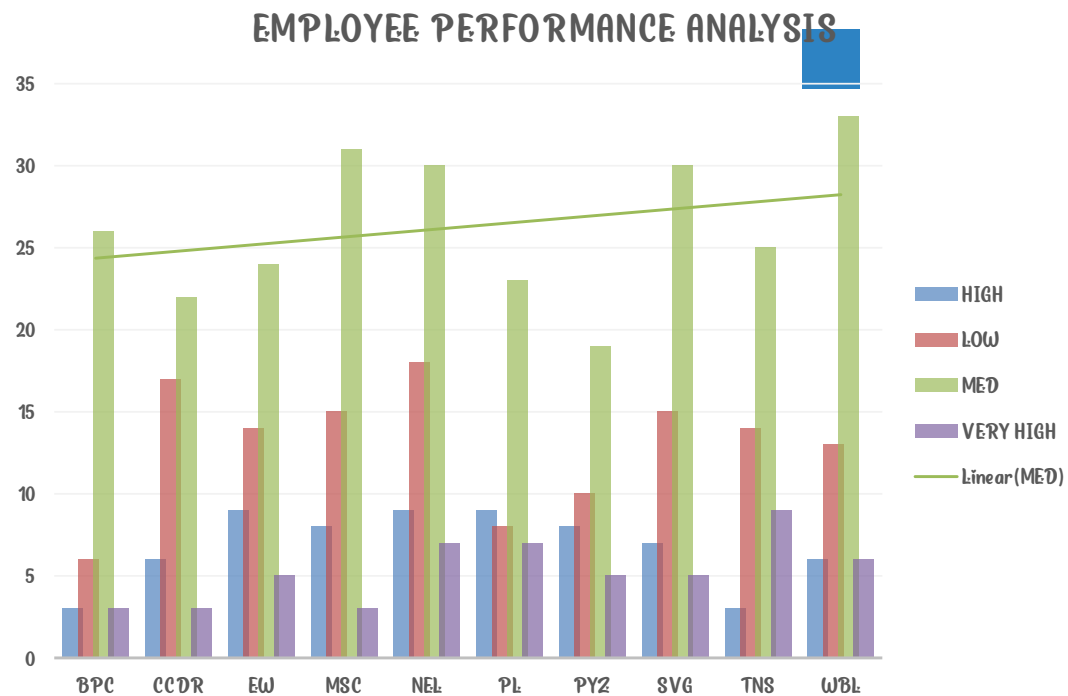 C o r r e c t i o n
  V a l i d a t i o n
  SUMMARY
- Data analysis involves examining, transforming, and modeling data to extract meaningful insights, identify patterns, and support decision-making.

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RESULTS

EMPLOYEE PERFORMANCE ANALYSIS

Legend: HIGH, LOW, MED, VERY HIGH, Linear(MED)

Categories: BPC, CCDR, EW, MSC, NEL, PL, PY2, SVG, TNS, WBL

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conclusion

- In conclusion, the employee data analysis conducted using Excel provided valuable insights into workforce trends, enabling more informed decision-making.
The use of Excel allowed for efficient data organization, visualization, and reporting, ultimately helping to enhance HR strategies, improve employee satisfaction.

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