Hr Analytics Report

Functional Requirement Document

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# ➢ EXECUTIVE SUMMARY

# Purpose of this document

# The objective of this documents is to describe the HR report is an analytical method used to display human resources-related stats, insights, and metrics with the primary purpose of improving workforce performance, recruiting procedures, and other relevant HR processes with the help of HR dashboards.

# Key Results Areas

* Employee Turnover.
* Recruitment Analytics.
* Performance Analytics.
* Employee Engagement Analytics.
* HR Headcount Trend.
* Attrition Analysis

# Key Deliverable

* Documents
* Reports and Dashboards
* Application

# Feature

# HR analytics doesn't collect data about how your employees are performing at work, instead, its sole aim is to provide better insight into each of the human resource processes, gathering related data and then using this data to make informed decisions on how to improve these processes.

# This helps you create relevant learning and development programs that help upskill and reskill your employees, boost performance, achieve organizational goals, and save time and money.

# Business Requirement

* The key system requirements is the implementation of the following business application areas.

|  |  |  |  |
| --- | --- | --- | --- |
| **BUSINESS REQUIREMENT** | | | |
| 1 | HR Management Dashboard | **Hires**   * Active Employees * Male Active Employees * Female Active Employees * Male Active Employees % * Female Active Employees% * Active employees by experience in years * Active employees by Age group   **Bad Hires**   * Total Bad Hired * Male bad hire and its % * Male bad hire and its % * Bad Hire by age group   **New Hiring**   * New Hired * Male Hired and its % * Female Hired and its% * New Hire by age group   **Attrition**   * Total attrition * Voluntary attrition * Involuntary attrition   **Ethnicity**   * Avg Tenure Months by age group * How many bad hires by Ethnicity. |
| 2 | HR Headcount Trend (u can show hire and attrition analysis separate as well)  trend should have comparison between current year and previous year.  Just like Current Month vs Previous Month and Current Year vs Previous Month and its change % | * Total Active Employees Monthly/Quarter * Total Hire Employees by Month/Quarter * Year filter for selection of any required year * There should be toggle or change option if I want to see monthly data then will click on it and same for quarter view.   (Month should be like – Jun-22 and Quarter should be like Q1-22) |
| 3 | Attrition Analysis | * Total Attrition * How many people left by gender? * How many people left by experience? * How many people left by age group? * How many people left for different regions? * Against different job type how many people left? * How many hourly paid people left? * How many Salaried people left? * Attrition % Monthly trend * Provide Year, Region and Gender Trend * Also provide detail of the left people if I want to know detail of the left person there should be drill option to get entire details. |

* **Data Source**

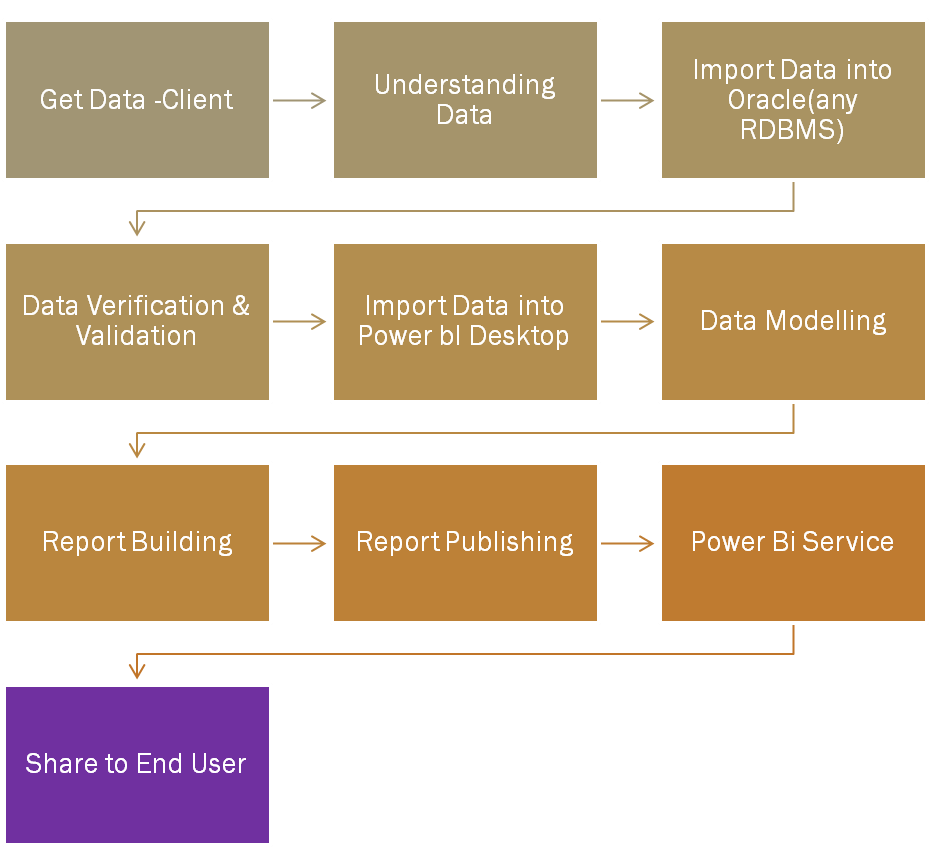
|  |  |
| --- | --- |
| 1 | Microsoft Excel |
| 2 | Microsoft File (CSV) |
| 3 | Oracle 11g Database |

# KPI’s

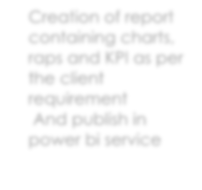
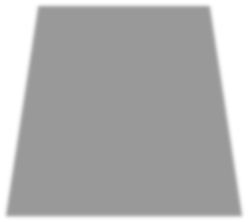
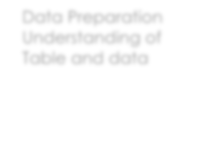
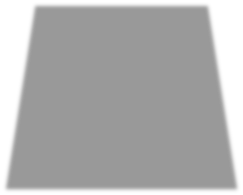
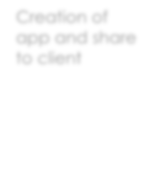
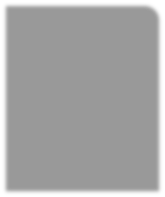
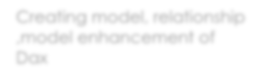
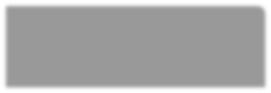
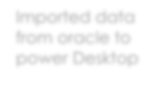
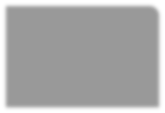
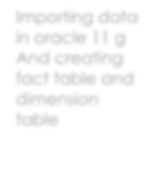
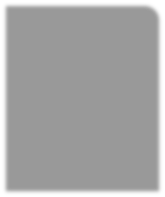
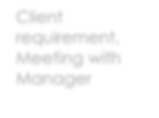
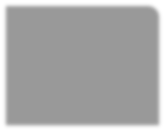
* Active Employees
* Male Active Employees
* Female Active Employees
* Male Active Employees %
* Female Active Employees%
* Active employees by experience in years
* Active employees by Age group
* Total Bad Hired
* Male bad hire and its %
* Male bad hire and its %
* Bad Hire by age group
* Total attrition
* Voluntary attrition
* Involuntary attrition
* Avg Tenure Months by age group
* How many bad hires by Ethnicity.
  + Total Active Employees Monthly/Quarter
  + Total Hire Employees by Month/Quarter
  + Year filter for selection of any required year
* Total Attrition
* How many people left by gender?
* How many people left by experience?
* How many people left by age group?
* How many people left for different regions?
* Against different job type how many people left?
* How many hourly paid people left?
* How many Salaried people left?
* Attrition % Monthly trend
* Provide Year, Region and Gender Trend
* Also provide detail of the left people if I want to know detail of the left person there should be drill option to get entire details.

**Functional Requirements**

1. Analytical Process Workflow



PROJECTTIMELINE



Importing data in oracle 11g And creating fact and dimension table

Client requirement, meeting with the manager

Imported data from oracle to power Desktop

C

Creation of app and share to client

Creating relationship, model enhancement of Dax

**START DATE 26/07/2022**

**END DATE 31/07/2022**

Creation of charts, KPI’S as per the client requirement and publish it to the service

Data preparation understanding of table and data