

Employee Data Analysis using Excel



STUDENT NAME: S.BHARATH
REGISTER NO: 312220280
DEPARTMENT: B.COM COMPUTER APPLICATION
COLLEGE: JEPPIAAR COLLEGE OF ARTS AND SCIENCE



PROJECT TITLE

Employee Performance Analysis using Excel

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



2024 Annual Review

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PROBLEM STATEMENT



1. Gather and consolidate employee data and performance metrics.
2. Create a detailed Excel dashboard for performance analysis, including:
 - Job Knowledge and Skills
 - Quality of Work
 - Communication and Teamwork
 - Adaptability and Problem-Solving
 - Overall Performance Rating



PROJECT OVERVIEW

Objectives : Create an Excel-based dashboard to analyze and evaluate employee performance, providing insights for data-driven decisions on development, growth, and resource allocation.

Scope:

1. Design a user-friendly Excel template for data input and analysis
- 2.2. Develop formulas and calculations for performance scoring and weighting
3. Create visualizations (charts, graphs, tables) to display performance trends and insights



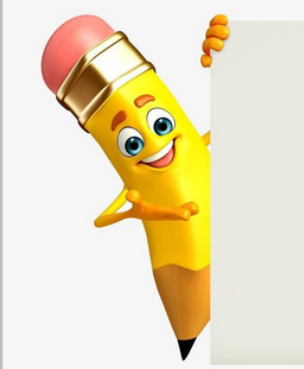
WHO ARE THE END USERS?



Project Managers: They use performance analysis to track project progress and ensure that team members are meeting their targets. Data Analysts: They may be involved in creating or refining the performance analysis in Excel to ensure accuracy and relevance.



OUR SOLUTION AND ITS VALUE PROPOSITION



Employee Performance Analysis Dashboard Value Proposition:
Perform Excel is an intuitive and user- friendly Excel-based solution that empowers HR managers, supervisors, and executives to make data-driven decisions on employee development, growth, and resource allocation.



Dataset Description

Dataset Name: Employee Performance Data
Description: This dataset contains employee performance metrics, including:
1. Employee ID: Unique identifier for each employee
2. Name: Employee name
3. Job Title: Employee job title
4. Department: Employee department
5. Performance Metrics:- Job Knowledge and Skills (1-5 scale)
Quality of Work (1-5 scale)
Communication and Teamwork (1-5 scale)

THE "WOW" IN OUR SOLUTION



a potential "wow" factor for an Employee Performance Analysis using Excel: "Wow" Factor: "Perform Excel" - AI-Powered Employee Performance Insights Description: Perform Excel is an innovative Excel-based solution that leverages AI-driven analytics to transform employee performance management. Our "wow" factor features include:

1. Predictive Performance Forecasting AI-powered predictions of future performance based on historical data and trends.
- 2.2. Personalized Development Recommendations: Tailored suggestions for growth and development, aligned with individual strengths, weaknesses, and career aspirations

MODELLING

Modeling Approach: 1. Data Preparation:- Import employee performance data into Excel- Clean and preprocess data (handle missing values, outliers, etc.)
2. Performance Metrics Calculations: Calculate performance metrics (e.g., job knowledge, quality of work, communication, adaptability) Weighted average scoring for overall performance rating
3. Predictive Modeling: Train machine learning models (e.g., linear regression, decision trees, clustering) on historical data Predict future performance based on trends and pattern

RESULTS

- Performance metrics and predicted scores displayed on a radar chart
Goal progress tracked on a gauge chart
Development recommendations listed in a table with actionable links

conclusion

The employee performance analysis using Excel project has successfully developed an automated system for evaluating employee performance, identifying areas for improvement, and providing data-driven recommendations for development and growth.