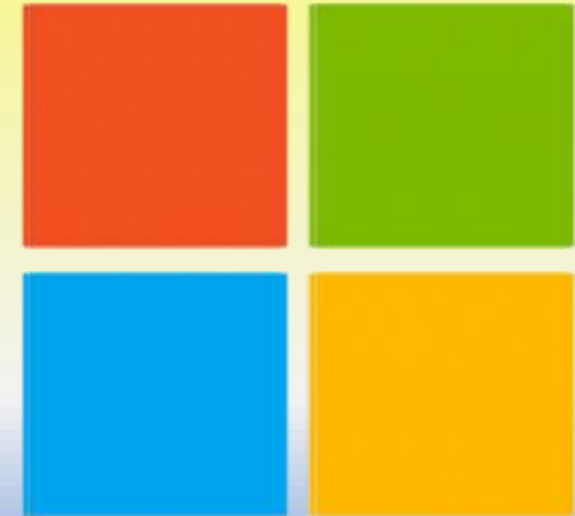



Cover Page

- Title: "**Microsoft 365 Productivity Insights Dashboard**"
- Subtitle: *A Data-Driven Analysis of Workplace Productivity & Collaboration*
- Name: ***Tanmay Sharma***
- Role: *Data /Business Analyst*
- Date: *2025/08/30*



Microsoft

Project Overview

-  Objective of the project
 - Analyze workplace productivity using Microsoft 365 data
 - Measure collaboration through meetings, emails, chats & documents
 - Identify top-performing employees, departments, and locations
- Tools Used: **python + Azure + MySQL + Power BI**

Data Sources





- Employees Data
- Meetings Data
- Emails Data
- Teams Usage Data
- Documents Data

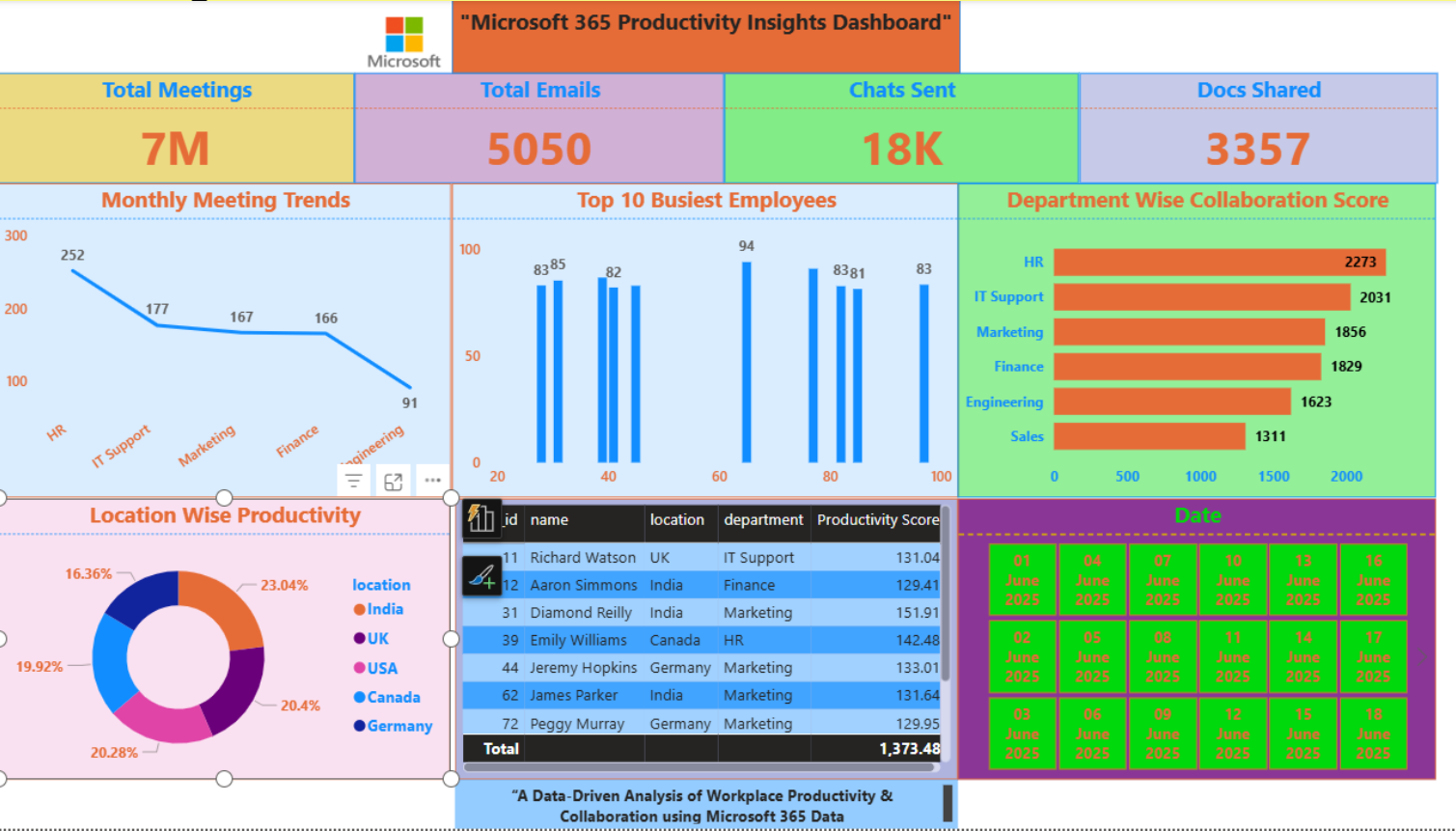
Total Meetings	Total Emails	Chats Sent	Docs Shared
246K	5050	18K	3357

Dashboard Highlights (KPIs)

- Total Meetings: 7M
- Total Emails: 5050
- Total Chats: 18K
- Total Docs Shared: 3357

Key Insights (Charts)

- 1.  **Monthly Meeting Trends** – downward trend showing efficiency gains
- 2.  **Top 10 Busiest Employees** – recognizing high contributors
- 3.  **Department-wise Collaboration** – HR & IT Support most collaborative
- 4.  **Location-wise Productivity** – balanced contribution across regions




Productivity Score (Advanced Metric)

- Formula combining **meetings, emails, docs, chats**
- Top employees based on productivity score
- Helps measure **quality + quantity** of collaboration

1. Busiest Employees (Meeting Hours)

DAX


 Copy code

```
Meeting Hours = SUM(meetings[duration_hours])
```

→ Top 10 Employees ka bar chart.

2. Email Activity per Department

DAX


 Copy code

```
Email Activity = COUNT(emails[email_id])
```

→ Department-wise clustered bar chart.

3. Document Collaboration Score

DAX


 Copy code

```
Collaboration Score = SUM(documents[docs_created]) +  
                        SUM(documents[docs_edited]) +  
                        SUM(documents[docs_shared])
```

→ Department-wise stacked bar chart.

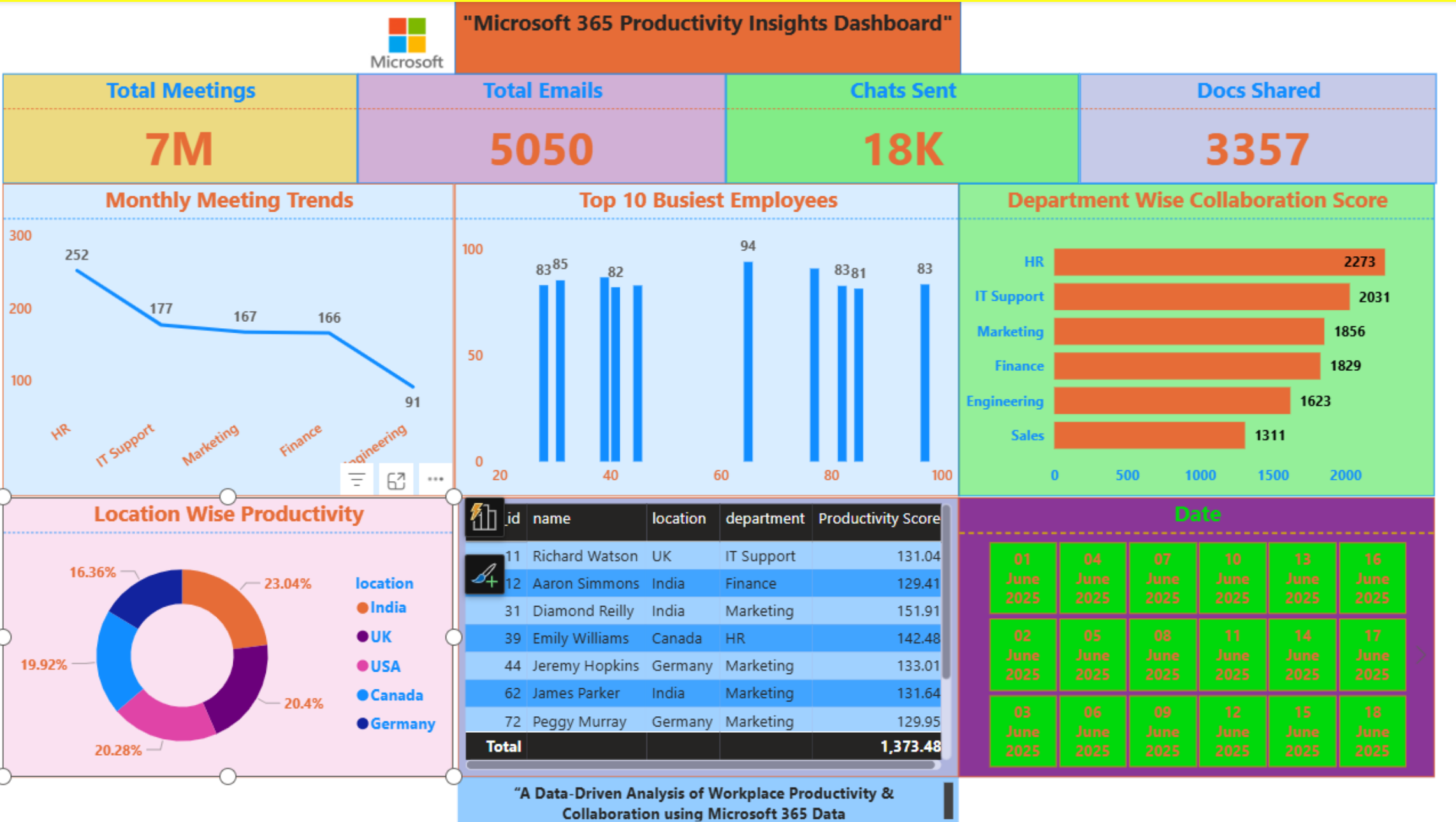
4. Monthly Meeting Trends

DAX

 Copy code

```
Monthly Meeting Hours = SUM(meetings[duration_hours])
```

Dashboard Highlights:





"Microsoft 365 Productivity Insights Dashboard"

Total Meetings

246K

Total Emails

5050

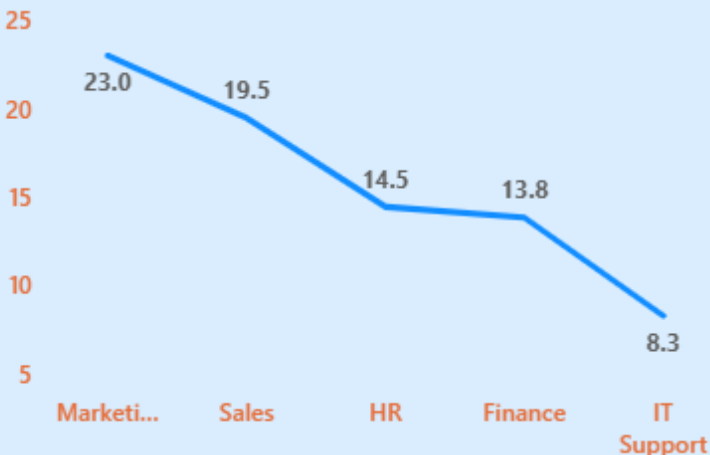
Chats Sent

18K

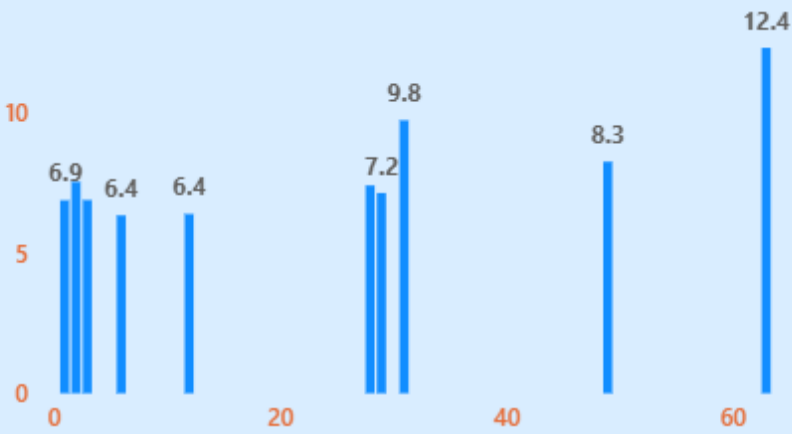
Docs Shared

3357

Monthly Meeting Trends



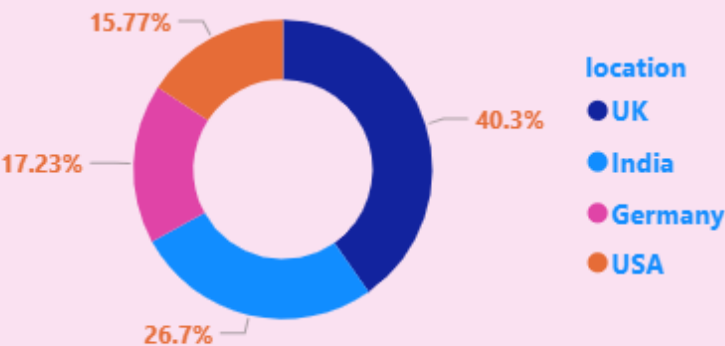
Top 10 Busiest Employees



Department Wise Collaboration Score



Location Wise Productivity



emp_id	name	location	department	Productivity Score
22	Michael Holland	Germany	Finance	103.45
31	Diamond Reilly	India	Marketing	121.70
34	George Young	UK	HR	105.33
39	Emily Williams	Canada	HR	109.87
44	Jeremy Hopkins	Germany	Marketing	114.15
62	James Parker	India	Marketing	117.20
78	Molly Dillon	India	Engineering	107.86
Total				1,118.05

Date

01 June 2025	04 June 2025	07 June 2025	10 June 2025	13 June 2025	16 June 2025
02 June 2025	05 June 2025	08 June 2025	11 June 2025	14 June 2025	17 June 2025
03 June 2025	06 June 2025	09 June 2025	12 June 2025	15 June 2025	18 June 2025

"A Data-Driven Analysis of Workplace Productivity & Collaboration using Microsoft 365 Data"

Business Impact

- Helps identify **team collaboration gaps**
- Supports **HR & Management decisions**
- Drives **employee performance analysis**
- Boosts **data-driven workplace strategy**

Conclusion & Next Steps

- Dashboard provides **holistic view of productivity**
- Can be extended with:
 - Real-time refresh
 - Predictive analytics (ML models)
 - Role-based insights

Thank You:

LinkedIn: [LinkedIn](#)

Project: [Project Link](#)

Git hub: [Git hub](#)

Blog: [Hashnode @tanmay27](#)



Microsoft