Employee Data Analysis using Excel

STUDENT NAME: Reshma.CS
REGISTER NO: 312217035(6BD49494BA042EB972442110B099FE63)
DEPARTMENT: B.COM(GENERAL)
COLLEGE: Shri Krishnaswamy college for women

PROJECT TITLE

Visualizing employee attendance trends With Excel charts

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

PROBLEM STATEMENT

Organizations often struggle with managing and interpreting employee attendance data due to the sheer volume of information collected over time. This data, if not analyzed properly, can obscure critical trends and issues, such as :

- Hidden Patterns
- Data overwhelm
- Lack of clarity
- Missed Opportunities for

improvement

PROJECT OVERVIEW

•. **This project focuses on using Excel to visualize employee attendance trends, making it easier to understand and manage attendance data. The key steps include:**

•**Data Collection**
•**Creating Charts**
•**Identifying Trends**
•**Building Dashboards**
•**Reporting**

WHO ARE THE END USERS?

The end users are :

- HR Managers
- Team Leaders
- Executives
- Data Analysts
- Employees

OUR SOLUTION AND ITS VALUE PROPOSITION

Excel-Based Attendance Visualization

Value Proposition :

1.Enhanced Clarity
2.Improved Decision-Making
3.Efficient Analysis
4.Interactive Dashboards
5.Actionable Insights

Dataset Description

1. Employee ID: Unique identifier for each employee.
2. Employee Name: Name of the employee.
3. Department: Department where the employee works.
4. Date: Date of attendance.
5. Status: Attendance status (e.g., Present, Absent, Late, Sick Leave).
6. Hours Worked: Total hours worked on a given day.
7. Leave Type: Type of leave if absent (e.g., Annual Leave, Sick Leave).
8. Reason for Absence: Optional field for additional details on the absence.

THE "WOW" IN OUR SOLUTION

1. **Real-Time Data Visualization**
2. **Interactive Dashboards**
3. **Predictive Analytics**
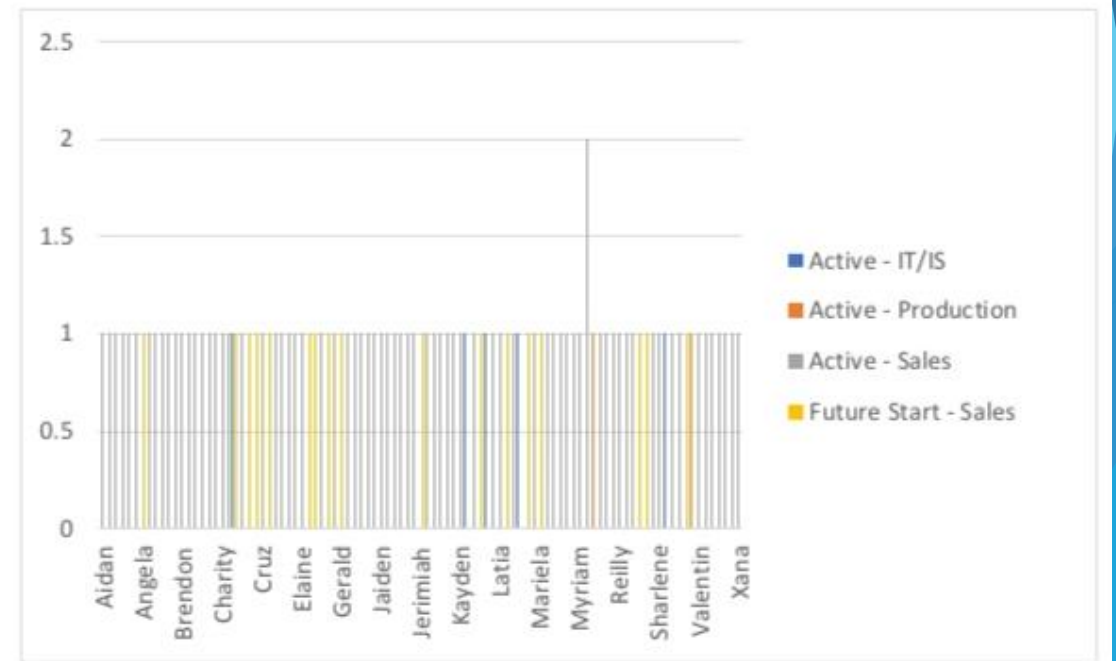4. **Custom Alerts**
5. **Mobile Accessibility**

MODELLING

This includes :

1. Data Cleaning
2. Data Transformation
3. Chart Creation
4. Dashboard
5. Development
6. Scenario Analysis

RESULTS

Here are the key results achieved through this solution:

> 1. Improved Attendance Tracking
> 2. Informed Decision-Making
> 3. Enhanced Employee Management
> 4. Proactive Issue Resolution
> 5. Streamlined Reporting

conclusion

• Effective Monitoring: Excel charts allow for clear and precise tracking of attendance data.

• Data-Driven Insights: Organizations can make informed decisions based on visualized trends.

• Enhanced Productivity: Improved attendance management leads to higher workforce efficiency.

• Strategic Decision-Making: Insights from the data support better planning and resource allocation.