**Email Request**

Dear Data Analyst,

Your expertise is needed in organizing the data and developing the dashboard will be key to helping us manage our workforce, understand financial risks, and monitor project health more effective. We are looking to answer the following key question: Which projects and departments are at risk of being over budget or underperforming? Note that department budgets are set at 2-year intervals. We want to know if the year can cover all expenses.

1. **Identify Departments and Projects in the Red:** Understand which departments or projects are over budget or underperforming, so we can take corrective action.
2. **Data Organization**: Ensure that data from various sources (e.g., employee, salary data, department budgets, and project details) is structured correctly and accessible for reporting.
3. **Power BI Dashboard Development:** Collaborate with us to create a comprehensive dashboard that provides visibility into employee performance, salary distribution, and department project management.

Manager