Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

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2.Project Overview
3.End Users
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5.Dataset Description
6.Modelling Approach
7.Results and Discussion
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PROBLEM STATEMENT

"Our organization lacks a comprehensive way to analyze and compare employee performance across various metrics, such as sales, project completion, and customer feedback. This limits our ability to make data-driven decisions for promotions, training, and resource allocation."

This describes the problem statement involved in the organization

PROJECT OVERVIEW

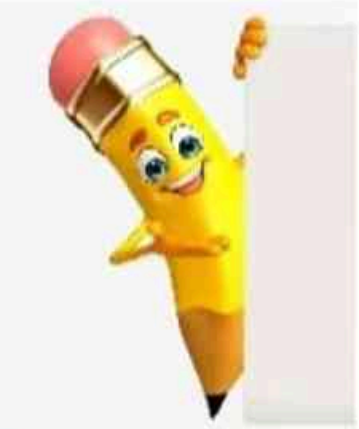
"This project aims to develop an analytical model using Excel to assess employee performance. We will leverage various data manipulation techniques, PivotTables, functions, conditional formatting, Power Query, and visualizations to provide insights and improve decision-making processes."

WHO ARE THE END USERS?

HR Managers: To make informed decisions about promotions and training needs.
Team Leaders: To assess team performance and identify areas for improvement.
Executives: To understand overall performance trends and allocate resources effectively.

The above end users ensures the employees performance accordingly through this data

OUR SOLUTION AND ITS VALUE PROPOSITION



Solution: Implement an Excel-based performance analysis tool that integrates data from multiple sources, applies various analytical techniques, and generates actionable insights.

Proposition: Use Excel's data manipulation, conditional formatting, PivotTables, and charts to create a comprehensive performance dashboard that highlights key metrics and trends.

Dataset Description

Data Source: Employee performance data collected from sales reports, project tracking systems, and customer feedback surveys.

Key Fields: Employee Name, Sales Amount, Projects Completed, Customer Feedback Score, Attendance.

Data Volume: Includes data for 100 employees over the past year.

MODELLING

Data Cleaning: Removed duplicates, handled missing values.

Performance Metrics: Calculated average sales, project completion rates, and feedback scores.

Formulas: Used functions like SUM, AVERAGE, and IF to compute performance scores.

Power Query: Imported and transformed data for analysis.

PivotTables: Summarized and analyzed data dynamically.

Conditional Formatting: Highlighted top performers and trends.

RESULTS

Summary: Identified top-performing employees based on sales and feedback scores.

Trends: Noted patterns in performance over time or across different teams.

Insights: Found areas for improvement, such as employees with low performance in specific metrics.

conclusion

Findings: The analysis highlighted key strengths and weaknesses among employees, with actionable insights for targeted improvements.

Recommendations: Implement targeted training programs for underperforming employees, reward top performers, and continuously monitor performance metrics using the developed tool.

Thank youu