■ HR Analytics Dashboard – Project Plan & Requirements

■ Project Objective

- Build an HR Analytics Dashboard using Power BI to:
- - Monitor employee performance
- - Track resignation/retention trends
- - Analyze department-level KPIs
- - Visualize employee engagement with interactive visuals

■ Dataset Details

- Table Name: Employee_Performance
- Columns: Employment_id, Department, Age, Job Title, Hire_Date, Years_at_company, Education_level, Performance_Score, Monthly_Salary, Work_Hours_per_Week, Project_Handled, Overtime_Hours, Sick_Days, Remote_Work_Frequency, Team_Size, Training_Hours, Promotions, Employee_Satisfaction_Score, Resigned (Yes/No)

■ Power Query Editor – Data Preparation

- Rename columns with proper casing
- Adjust Data Types: Date, Numeric, Text
- Remove Duplicates based on Employment_id
- Create calculated columns: Tenure Category, Overtime Category
- Clean null values
- Create Date Table and link with Hire_Date

■ Data Model – Relationships

- Date table → Hire_Date (One-to-Many)
- Create Star Schema
- Optional Lookup Tables (Department, Education_level)

■ DAX Measures (Key KPIs)

- Employee Count
- Resignation Rate
- Average Performance Score
- Average Monthly Salary
- Average Training Hours
- Average Employee Satisfaction
- Overtime Utilization
- Sick Days per Employee
- Remote Work Adoption Rate
- Promotion Rate
- Average Tenure

■ Report Pages

- Page 1: Executive Summary – KPI cards, Resignation Rate over Time, Department Satisfaction
- Page 2: Department Insights – Employees per Department, Salary vs Performance Heatmap, Education Level Distribution
- Page 3: Employee Engagement – Satisfaction Gauge, Remote Work Frequency, Overtime, Training vs Performance

- Page 4: Retention & Promotions – Promotions Matrix, Sick Days vs Resigned, Training Trends
- Page 5: Filters & Slicers – Department, Job Title, Education, Remote Work, Tenure, Resigned

■ Power BI Features

- DAX KPIs, Custom Tooltips, Drillthrough, Bookmarks, Conditional Formatting, Sync Slicers

■ Design Guidelines

- Consistent color theme
- Icons for Department and Job Title
- Grid layout
- Company logo and titles

■■ Publish & Share (Power BI Online)

- Create Workspace: HR Analytics Workspace
- Publish PBIX
- Set Scheduled Refresh
- Create App and share
- Permissions: HR Team (View), Managers (RLS)
- Optimize Mobile View

■ Advanced Features

- Row-Level Security (RLS)
- Paginated Report
- Power Automate Alerts
- Q&A; Visual

■ Versioning & Maintenance

- Document every update
- Keep PBIX backup
- Log last refresh date and publish history
- Monthly data quality check