Project Planning

Overview :-

This project focuses on analyzing Human Resources (HR) data to identify key patterns and insights related to employee performance, satisfaction, and retention. The goal is to help management make data-driven decisions to improve workplace productivity and reduce turnover.

Objectives

- Analyze employee demographics, experience, and performance indicators.

- Detect factors that influence employee turnover and satisfaction.

- Visualize HR trends and metrics using interactive dashboards.

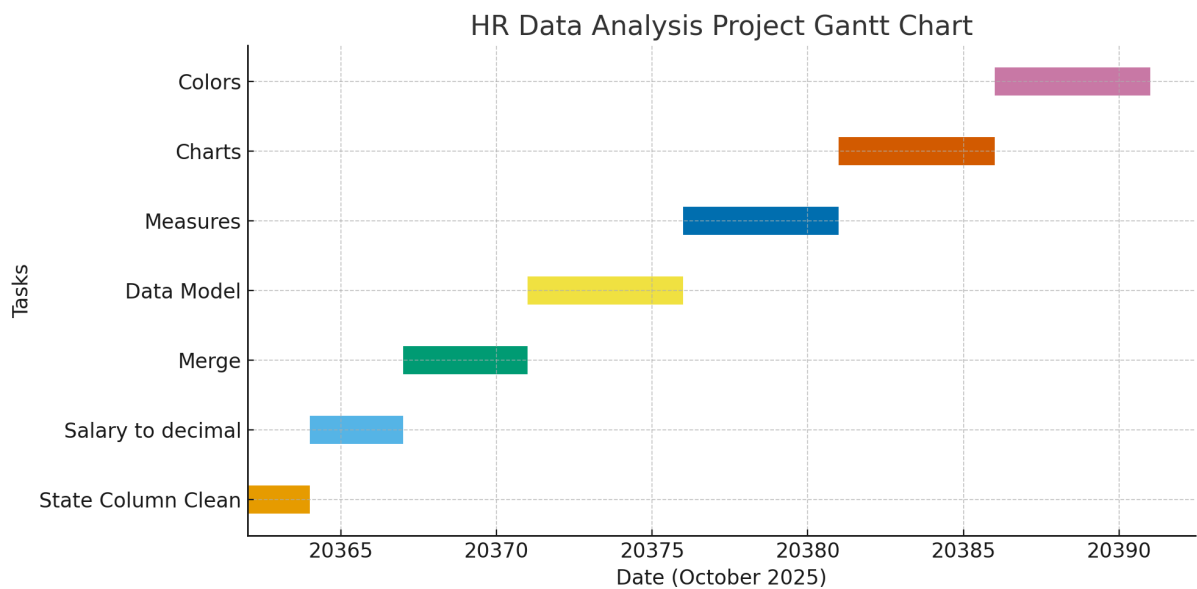- Provide recommendations to improve retention and recruitment strategies.

Data Description and Sources

The dataset includes employee information such as age, department, salary, experience, job satisfaction, and employment status.

Tools and Resources

- Software: Excel, Power BI

- Hardware: Standard laptop/PC.

- Skills Required: Data cleaning, visualization, statistical analysis.

Task	Start	End	Assigned
State Column Clean	Oct 1	Oct 3	Sara, Ahmed Osama
Merge	Oct 3	Oct 10	Sara, Ahmed Osama
Data Model	Oct 10	Oct 15	Sara, Ahmed Osama
Measures	Oct 15	Oct 20	Ahmed Emad, Alaa
Charts	Oct 20	Oct 25	Ahmed Tarek
Colors	Oct 25	Oct 30	All

HR Data Analysis Project Gantt Chart

Milestone	Description	Target Date
Data Cleaning Complete	Dataset ready for analysis	Oct 6
Data Model Finalized	Integrated dataset ready for Power BI	Oct 15
Visualizations Completed	All dashboards designed	Oct 25
Final Report	Presentation and documentation	Oct 30

Resource	Role	Tool / Responsibility
Sara	Data Cleaning	Excel, Power Query
Ahmed Osama	Data Integration	Excel
Ahmed Emad	Measures & Calculations	Power BI, DAX
Alaa	Measure Validation	Power BI
Ahmed Tarek	Visualization & Dashboard Design	Power BI
All Members	Final Review & Color Standardization	—

Risk	Description	Impact	Mitigation
Incomplete data	Missing or inconsistent values	High	Use data validation and interpolation
Technical issues	Power BI or Excel crashes	Medium	Backup files regularly
Time constraints	Delays in data model creation	High	Divide work into parallel subtasks
Miscommunication	Team not aligned on data definitions	Medium	Weekly meetings and task tracking via Notion

KPI	Description	Target
Data Accuracy	Percentage of correctly cleaned data	≥ 98%
Completion Time	Project finished within schedule	100% by Oct 30
Dashboard Quality	Stakeholder satisfaction with visuals	≥ 90% positive feedback
Insight Relevance	Number of actionable insights identified	≥ 5
Collaboration Efficiency	Tasks completed on time by all members	≥ 95%