**Project Execution Report: HR Analytics Dashboard**

**Project Overview**

The HR Analytics Dashboard project was executed to provide data-driven insights into workforce trends, employee satisfaction, and attrition. The dashboard integrates multiple HR metrics such as salary, job roles, and work-life balance, performance, and attrition rates to support strategic decision-making

### ****Objectives****

The primary objectives of this project were:

* To analyze and visualize HR data for better workforce management.
* To identify key factors influencing employee attrition and job satisfaction.
* To provide actionable insights to HR departments for improving employee retention and performance.
* To enhance data-driven decision-making in HR practices.

## **Project Planning and Data Collection**

### ****Planning Phase****

The project was structured in phases to ensure smooth execution:

1. **Requirement Gathering** – Understanding HR department needs.
2. **Data Collection and Cleaning** – Sourcing and preparing HR data.
3. **Dashboard Design** – Structuring KPIs and selecting appropriate visualizations.
4. **Development & Implementation** – Creating the dashboard in Power BI.
5. **Testing and Refinement** – Ensuring accuracy and usability.

### ****Data Collection****

The data used in this project was sourced from HR records, including:

* Employee demographics (age, gender, department, education, etc.).
* Compensation data (salary slabs, salary hikes, stock options).
* Work-life balance factors (overtime, work hours, job satisfaction).
* Attrition-related data (tenure, resignation rates, performance ratings).

## **Dashboard Development**

### ****Tools Used****

The dashboard was developed using **Power BI**, a powerful business intelligence tool that enables real-time data visualization and analysis.

### ****Data Processing and Transformation****

* **Data Cleaning:** Ensured consistency by handling missing values and removing duplicates.
* **Data Modeling:** Relationships between tables were established in Power BI.
* **DAX Measures:** Custom calculations were created to compute metrics like attrition rate, salary trends, and work-life balance scores.

### ****Visualization Design****

The dashboard was divided into three pages:

1. **HR Analytics Summary** – Key workforce metrics (attrition, salary trends, job satisfaction).
2. **Employee Satisfaction and Attrition Analysis** – Factors influencing attrition such as salary hikes and stock options.
3. **Salary, Overtime, and Job Role Insights** – Relationship between salary slabs, overtime, and job satisfaction.

**Implementation and Testing**

### ****Implementation****

Once the dashboard was developed, it was deployed for HR personnel to review. Filters and interactive elements were added to allow HR teams to explore the data effectively.

### ****Testing and Validation****

The dashboard underwent rigorous testing to ensure:

* **Accuracy of calculations** – Validated metrics such as attrition rate and salary distribution.
* **Usability** – Ensured smooth navigation and user-friendly interface.
* **Data Integrity** – Cross-checked insights with existing HR records.

## **Key Findings and Insights**

### ****Major Findings****

* **Higher attrition rates were observed in lower salary slabs**, indicating a need for salary adjustments.
* **Work-life balance significantly impacts retention**, with poor balance leading to increased attrition.
* **Job satisfaction varies across departments**, requiring targeted engagement strategies.
* **Overtime correlates with burnout**, leading to higher turnover in some roles.

### ****Recommendations****

1. **Salary Adjustments** – Improve compensation for lower-paid employees to enhance retention.
2. **Work-Life Balance Programs** – Implement flexible work policies and employee wellness initiatives.
3. **Employee Engagement** – Conduct surveys to identify and address job satisfaction concerns.
4. **Overtime Management** – Optimize workload distribution to reduce burnout.

## **Conclusion**

The execution of the HR Analytics Dashboard was a success, providing valuable insights into workforce trends. This data-driven approach empowers HR departments to make strategic decisions to improve employee retention, satisfaction, and overall performance. Moving forward, continuous monitoring and refinement of the dashboard will ensure ongoing improvements in HR analytics and workforce management.