Project proposal

[Improving Employee Retention]
Project Proposal

Overview

This project is conducted to understand the key factors to employee's leaving with the aim to improve employee retention.

Milestones	Tasks	PACE stages
1	- Define background and problem statement. - Define goals and scope of the project. - Determine the stakeholders of the project. - Determine required resources and time. - Identify reliable and accurate data sources. - Hand the requirements over to the HR Team for data collection.	**PLAN**
2	- Find correlation between the predictor variables and the target variable. - Identify any relationship between the variables. - Identify any trends or patterns using visualizations. - Conduct Exploratory Data Analysis (EDA). - Compile all findings.	**ANALYZE**
3	- Build the predictive model that suits the requirements. - Evaluate the model developed with metrics such as accuracy, recall,	**CONSTRUCT**

	precision, and F1-Score. - Tune the model's hyperparameter if required.	
4	- Presents the findings to the stakeholders with slides deck in Power Point (PPT) format. - Give recommendations to improve the employee retention rate.	**EXECUTE**

Plan Stage

Problem statement

Currently, there is a high rate of turnover among Salifort employees. (Note: In this context, turnover data includes both employees who choose to quit their job and employees who are let go). Salifort's senior leadership team is concerned about how many employees are leaving the company. Salifort strives to create a corporate culture that supports employee success and professional development. Further, the high turnover rate is costly in the financial sense. Salifort makes a big investment in recruiting, training, and upskilling its employees.

Project Description

Stakeholders:

- Salifort's HR Team
- Salifort's leadership team (C-Level)

Project Aim:

- To increase the employee retention rate.

Project Objectives:

- Analyze the survey data from HR team.
- Design and develop a predictive model that predicts whether an employee will leave the company.
- Evaluate the model with statistical methods to ensure reliable findings are delivered.
- Presents the findings to the stakeholders.

Project Scope:

- The HR Team is responsible for surveying a sample of employees to obtain relevant data.
- The predictive model developed will only automatically predict whether an employee is leaving the company.

Deliverables:

- Data visuals that explain the relationship between variables and trends identified to better understand the data.

- A predictive model that predicts whether an employee is leaving the company based on the variables in the dataset given.

- An executive summary in the format of Power Point to present the key findings to the stakeholders.

Resources & Timeline

Tasks	Time Required	Personnel Involved
PACE: Plan Stage - Requirement gathering - Creating project proposal - Take part in the data sampling process with HR Team - Ensure sampling frame is representative of the population. - Iterate this stage if required	2 to 4 weeks	Salifort's HR Team, Salifort's Data Team.
PACE: Analyze Stage - Analyze the data sampled with Python. - Identify the relationship between the variables. - Identify the trends and patterns. - Identify statistical measures of the dataset.	1 to 2 week(s)	Salifort's Data Team
PACE: Construct Stage - Build the model specified with Python.	2 to 3 weeks	Salifort's Data Team

- Evaluate the model with appropriate metrics. - Tune the hyperparameter if required. - Iterate this stage until the model delivers reliable and accurate predictions.		
PACE: Execute Stage - Compile all the findings. - Prepare executive summary that consists of all key findings. - Present to the stakeholders. - Give suggestions and next-step recommendations for stakeholders to act.	1 week	Salifort's Leadership Team, Salifort's HR Team, Salifort's Data Team.
Total Time Taken:	**6 to 10 weeks**	