REQUIREMENTS

* To understand the working preference of employees (Work From Home (whole day), Work From Home (half day), or On-site)
* To understand the days when employees prefer to Work From Home. This can help plan team events on the days majority of employees are present in the office. It can also help with capacity and resource planning and save costs (lease cost, utility costs- electricity, water, HVAC)
* The percentage of people coming to office in a week (attendance)
* Should we adopt a permanent hybrid model where each team is allocated weekdays when the team members must be on-site?
* The percentage of sick leave taken by employees in a time period and the reasons for those leaves. (Covid precautionary measure) Special measures can be incorporated to prevent the spread, vaccination drives, space sanitization.

VISUAL REQUIREMENTS

* Percentage of Present days, percentage of WFH days and percentage of sick-leave days for all employees
* Days of the working week employees prefer to work on-site
* Days of the working week employees prefer to work WFH
* Months or particular weeks in the year when people take sick leaves (pattern or trend)
* Complete attendance information for each employee.
* Visual to identify employees who have least number of on-site work days, most sick leaves or most amount of WFH days

POINTS TO REMEMBER

* Fiscal Year – April to March. HR data available for the past 3 months
* The HR team is planning to migrate to a new system soon and the HR data is currently stored in Excel sheets will then be stored in a Database.

STEPS

* Understand the data.
* Get and Transform data in Power Query Editor. Combine the data (Merge or Append)
* Create Parameters and Functions that can make the solution Dynamic.
* Load the transformed and cleaned data in Power BI Desktop
* Create useful Metrics, Calculated columns and Measures using DAX that will help us get more information from the data we have. Create a separate table for all the measures in Power BI Desktop.
* As we want to calculate the percentage (ie. The ratio of No. of working days to No. of leave days taken by the employee), we need a Measure that calculates the total working days.