

Employee Data Analysis using Excel



STUDENT NAME:v.kamali

REGISTER NO:312216511 I'd: autunm1647cb1221647011

DEPARTMENT:BCOM(Bank Management)

COLLEGE:R.B Gothi Jain college for women,Redhills





PROJECT TITLE



Employee Performance Analysis using Excel

AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion



PROBLEM STATEMENT

Employee performance analysis using excel involves evaluating And measuring an employee's work effectiveness and efficiency Based on key performance indicators(KPIs).This data is then analyzed using excel function and tools, such as pivot tables, Chart,and conditional formatting,to identify patterns, strengths And areas for improvement.The analysis help in making informed decision regarding training needs, promotion,and Overall workforce optimization



PROJECT OVERVIEW



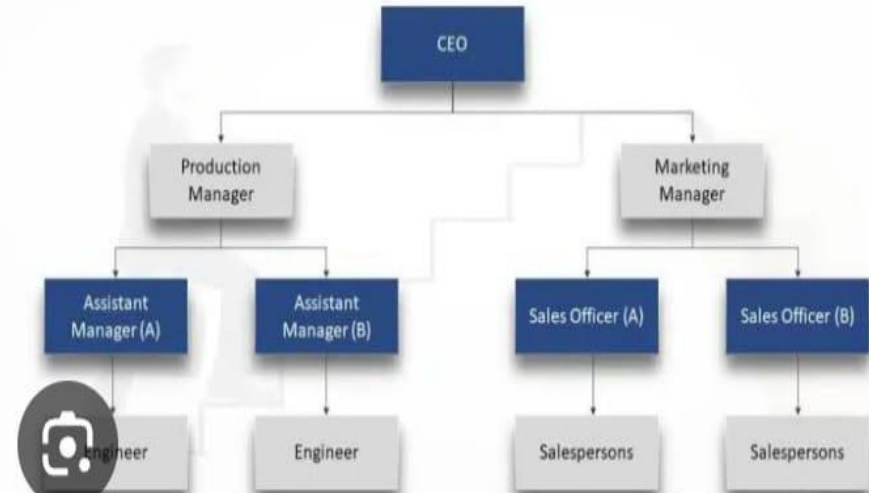
The project "Employee performance Analysis using excel" aim to systematically Evaluate employee productivity and effectiveness by leveraging Excel's Analytical tool. The project will involve collecting and organizing performance Data such as task completion rates, accuracy, and attendance records. This Data will be processed and analyzed using excel function like pivot tables, Charts, and statistical formulas to generate insights into individual and teams Performance. The outcome will help in identifying top performers, recognizing Training needs, and make data-driven decision for performance improvement. The final deliverable will include detailed report and visual dashboard for Easy interpretation and strategic planning



WHO ARE THE END USERS?

- The end users are also known as end consumer
- The production is the process of converting raw material into finished product to the consumer
- Delivering the goods and services to the end users to last step of supply chain
- Employee, employee manager
- M.s office

Line Organizational Structure



OUR SOLUTION AND ITS VALUE PROPOSITION



- Data-driven insights: Enables managers to make informed decision based on accurate,real time performance data
- Improved efficiency:Automates the data collection and Analysis process,saving time and reducing manual errors
- Enhanced employee development: identifies training needs and development opportunities, leading to a more skilled workforce
- Better performance management:Help in recognizing top performers and addressing underperformance, ultimately improving overall productivity
- Cost-effective solution: Leverage the widely accessible excel platform, avoiding the need for expensive software or tools.

Dataset Description

Employee database

26 Features

9 features

Employee I.d

Performance

Current rating employee

Employee type

Gender male and female

THE "WOW" IN OUR SOLUTION



- **Predictive Analytics:** integrating predictive models to forecast future performance trends based on historical data, giving managers a proactive Approach to workforce planning.
- **Automated Alerts:** the tool can be set up to send automated Alerts for critical performance issues, ensuring that managers are immediately notified when attention is needed



MODELLING

In the “Employee performance Analysis using excel” Project the modeling phase involve setting up the excel work book with various tools and technique to analyze and visualize the data effectively here’s how each components will be used;

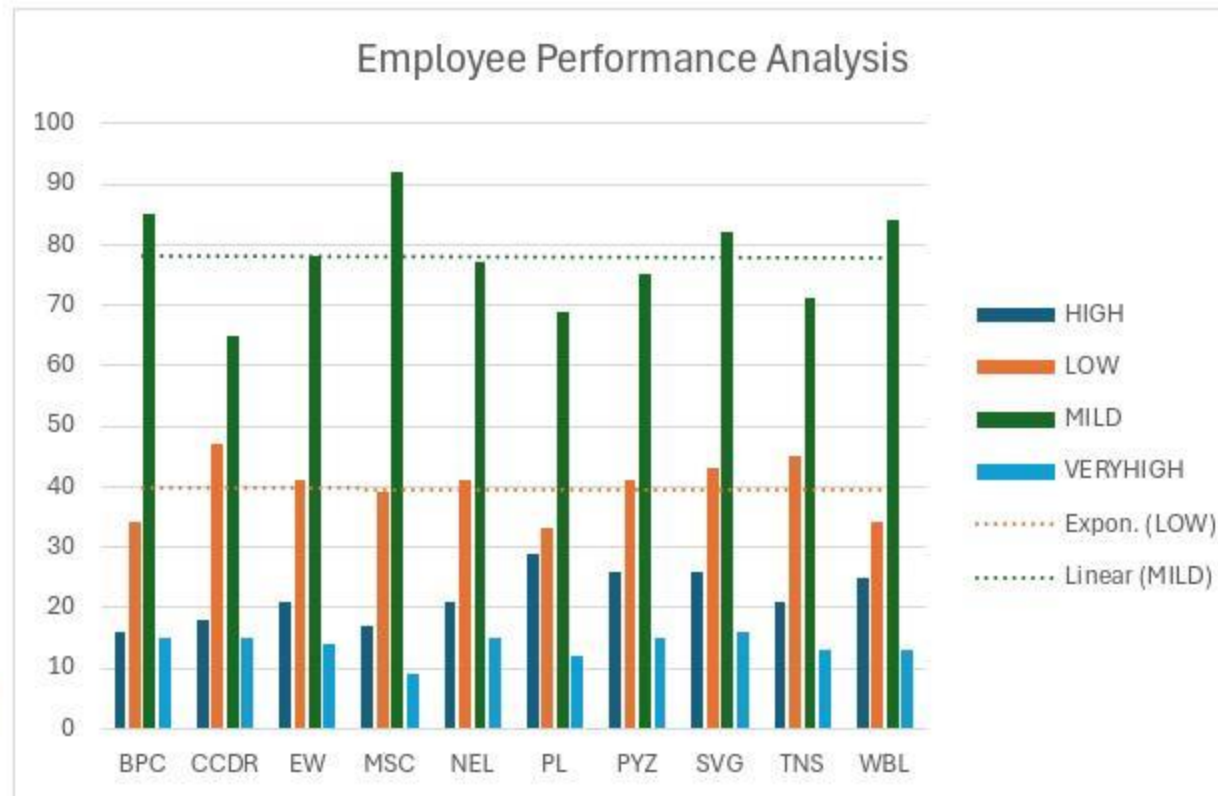
1.Data filtering

- **Purpose:** To sort and refine the data to focus on specific criteria,such as department,data range or individual performance
- **Implementation:** Excel filtering feature will be applied to datasets, allowing users to easily narrow down the data to view only the relevant information .for example, filtering by department or by performance rating

2.Pivot table

- **Purpose:**To summarize and analyze large dataset by grouping and aggregating data based on different performance metrics
- **Implementation:** pivot tables will be used to dynamically calculate and display key performance indicators (KPIs) such as average task completion time,total hours worked,or percentage of target met.

RESULTS



conclusion

The “Employee performance Analysis using excel” project provides a robust and user friendly solution for evaluating and managing employee performance. By leveraging Excel’s powerful tools-such as filtering, pivot tables,charts,and conditional formatting-the project transforms raw performance data into actionable insights. The resulting interactive dashboard and customizable report empower Manager to make data driven decision, optimize workforce productivity,and foster continuous improvement across the organization.This solution not only streamline performance management but also offer a cost-effective, scalable approach to enhancing overall organisational efficiency

Thank you