**HR Analytics – Workforce Insights – Scope Document**

The **HR Analytics Dashboard** is structured into four detailed report pages:  
**Employee Demographics, Organizational Structure, Performance & Engagement, and Training Insights**.

Each page delivers focused visual insights, helping HR teams make data-driven decisions related to workforce diversity, productivity, morale, and development.

These insights collectively support strategic HR planning, foster employee satisfaction, and boost organizational performance.

**1. Employee Demographics**

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| --- | --- |
| Fields Used | Reason for Visualization |
| Gender | To display the workforce diversity and inclusion statistics. (Donut Charts) |
| Age | Shows the distribution of employee age groups, helping understand generational trends. (Histogram) |
| State | Geographical distribution of employees across states. (Map Visual) |
| Marital Status | Visualizes the proportion of married vs unmarried employees for work-life analysis. (Bar Chart) |

**2. Organizational Structure**

|  |  |
| --- | --- |
| Fields Used | Reason for Visualization |
| Department Type, Division, Business Unit | Visualizes workforce distribution across departments and business units. (Treemap / Bar Chart) |
| Employee Type (Full-Time, Part-Time), Status (Active, Inactive) | Displays employee classification breakdown to understand contract trends. (Pie Chart / Donut Chart) |
| Classification Type & Pay Zone | Analyzes workforce by pay levels and employment classification. (Stacked Column Chart) |
| Division and Department | Matrix view to compare headcounts and hierarchy structure. (Matrix Table) |

**3. Performance & Engagement**

|  |  |
| --- | --- |
| Fields Used | Reason for Visualization |
| Performance Score, Rating | Displays performance rating distribution across the organization. (Bar Chart / Histogram) |
| Division & Performance Score | Shows how different divisions are performing on average. (Bar Chart) |
| Engagement Score over Survey Date | Highlights engagement trends over time. (Line Chart) |
| Satisfaction Score over Survey Date | Analyzes changes in employee satisfaction. (Line/Area Chart) |
| Work-Life Balance Score | Evaluates employee perceptions of work-life balance. (Bar Chart by department or state) |
| Gender / Employee Type vs Engagement Score | Compares engagement levels across various employee segments. (Clustered Bar Chart) |

**4. Training Insights**

|  |  |
| --- | --- |
| Fields Used | Reason for Visualization |
| Training Program Name, Type | Distribution of types of training programs offered. (Bar Chart) |
| Training Outcome | Tracks effectiveness of trainings (e.g., success rate). (Pie Chart / Donut Chart) |
| Training Cost and Duration | Displays program investment in time and money. (Bar/Column Chart) |
| Training Cost vs Outcome | Evaluates ROI by comparing cost and results. (Scatter Plot) |
| Department / Employee Type vs Training Count | Helps identify training coverage across departments. (Stacked Bar Chart) |

**Interactive Features (Slicers)**

* Division
* Department
* Gender
* Employee Type
* Status
* Training Type
* Performance Rating

**Summary of Key Metrics Displayed**

* Total Employees
* Average Age
* Average Tenure
* Average Engagement Score
* Average Satisfaction Score
* Total Training Cost

**Color scheme used:**

| **Element** | **Color Description** | **Hex Code (Approx.)** |
| --- | --- | --- |
| Primary Background | White | #FFFFFF |
| Header/Tabs | Teal Green | #006d6d or #007c80 |
| Accent Elements (Icons, Lines) | Dark Gray/Black | #2E2E2E or #1A1A1A |
| KPI Card Backgrounds | Very Light Teal Tint | #e6f2f2 |
| Donut/Bar Colors | Teal Variants + Gray Shades | #009999, #66b2b2, #cccccc |
| Text | Dark Gray | #333333 |
| Gauges & Dots | Teal / Light Gray | #00cccc, #d9d9d9 |