

# HR Scorecard Project Report

## 1. Define the Objectives:

- Clearly define the objectives of your HR scorecard analysis. What specific metrics or KPIs are you going to analyze and present in your video?

## 2. Data Gathering:

- Collect and prepare the HR data that you'll need for analysis. This may include data on employee turnover, recruitment, performance, engagement, and more.

## 3. Data Cleaning and Preparation:

- Clean and preprocess the data to ensure it's accurate and suitable for analysis. This step is crucial for data quality.

## 4. Create a Tableau Project:

- If you haven't already, open Tableau and create a new project or workbook.

## 5. Connect to Data:

- Import your HR data into Tableau. You can connect to various data sources, including spreadsheets, databases, and cloud services.

## 6. Design Dashboards:

- Create the visual elements you want to include in your presentation video. These may include charts, graphs, tables, and maps. Ensure they are visually appealing and informative.

## 7. Create Calculations and Metrics:

- Calculate relevant HR metrics and KPIs using Tableau's calculated fields. Examples might include turnover rate, time-to-fill, or employee satisfaction scores.

## 8. Build Interactive Visualizations:

- Use Tableau's interactive features to make your dashboards engaging. Implement filters, parameters, and actions to allow viewers to interact with the data.

## 9. Storytelling:

- Organize your dashboards into a cohesive narrative. Create a storyline that flows logically and effectively communicates your analysis and insights.

## 10. Annotations and Explanations:

- Add text and annotations to your visualizations to explain the significance of the data points and trends.

## 11. Create a Presentation Video:

- Use screen recording software or Tableau's own recording features to capture your interactions with the Tableau dashboard. Narrate your analysis as you interact with the data.

## 12. Edit the Video:

- Edit the video to ensure it flows smoothly and is concise. You can use video editing software for this purpose.

## 13. Add Voiceover and Captions:

- Record a voiceover for your video, explaining the analysis and insights. Adding captions can make the content more accessible.