PROJECT SYNOPSIS

This project solves a real-time challenge of HR from Atliq Technologies using Power BI

Problem Statement: This project aims to address a real-time challenge faced by the HR department of Atliq Technologies by utilizing Power BI, a data visualization tool. The HR team has provided a spreadsheet containing employee attendance data for the first three months of the FY 2022-23. The data includes dates of attendance and corresponding key codes. Typically, this spreadsheet is used to answer HR-related queries.

Objective: To assist the HR department in creating a comprehensive data analytics dashboard in Power BI, aligning with the requirements of the stakeholders. The dashboard will be designed to provide valuable insights such as employees' working preferences, identify potential causes for attendance patterns, and analyze opportunities for enhancing capacity planning. Continuous feedback from stakeholders will be incorporated into the dashboard, ensuring that it evolves and improves over time.

UNLOCKING VALUABLE INSIGHTS:

- ✓ **Absence Management:** By monitoring employee attendance data, the dashboard helps identify periods when a higher number of employees take sick leaves. This information enables the HR department to investigate the underlying reasons, take appropriate preventive measures such as improved sanitization protocols, vaccinations, or other precautionary measures, and mitigate the spread of infections.

- ✓ **Optimal Resource Utilization**: By understanding employees' work preferences, the organization can effectively utilize office space and optimize infrastructure costs in a hybrid work model. The dashboard helps identify trends and patterns in employee attendance, enabling better capacity planning and allocation of resources.

- ✓ **Strategic Event Planning:** When planning team-building activities or team lunches, the dashboard becomes instrumental in determining the most suitable day based on employee presence on-site. This ensures maximum participation and enhances the success of such events.

- ✓ **Performance Analysis:** The dashboard can provide insights into attendance patterns related to employee performance. It helps identify correlations between attendance and productivity metrics, allowing HR to analyze the impact of absenteeism on individual or team performance and take necessary actions for improvement.

- ✓ **Employee Satisfaction and Work-Life Balance:** By analyzing attendance data, the dashboard can reveal trends related to employee work preferences, such as flexible working hours or specific days when employees prefer to work remotely. This information helps HR tailor policies and initiatives to enhance employee satisfaction, promote work-life balance, and boost overall employee well-being.

- ✓ **Trend Identification**: The dashboard enables the HR department to identify long-term attendance trends, such as seasonal variations or recurring patterns. This information assists in better workforce planning, ensuring appropriate staffing levels during peak and off-peak periods.

- ✓ **Compliance Monitoring:** By tracking attendance data, the dashboard aids in monitoring compliance with company policies and regulations. It helps identify instances of excessive absenteeism, unauthorized leaves, or deviations from planned schedules, allowing HR to address such issues promptly and maintain a fair and transparent work environment.

- ✓ **Data-Driven Decision Making:** The dashboard empowers HR professionals with data-driven insights and visualizations, enabling them to make informed decisions related to attendance management, workforce planning, and employee engagement initiatives. It promotes evidence-based decision-making and enhances the effectiveness of HR strategies and interventions.

KEY TAKE AWAYS

•Explored the techniques and capabilities of Power Query, enabling efficient *data extraction* and *transformation* for analysis purposes.

•*Encountered real-time challenges* commonly faced by data analysts and developed effective strategies to overcome them. Explored methods to handle data inconsistencies, missing values, and other data quality issues.

•Utilized *DAX (Data Analysis Expressions)* to *create powerful metrics* that provided deeper insights into the data.

•Collaborated with stakeholders to identify additional metrics of value, enhancing the analysis and decision-making process.
•Leveraged expertise in data visualization to *strategically position the most critical insights on the dashboard*. Ensured that key findings and trends were easily accessible to stakeholders, facilitating quick and informed decision-making.

•Crafted insights reports that *stimulated stakeholder curiosity* and fostered an environment of asking insightful "Why" questions, leading to deeper data exploration and discovery.

•After delivering a Minimum Viable Product (MVP), actively engaged with stakeholders to understand their evolving needs and requirements.

•Addressed real-time HR and business needs and developed insights and solutions that aligned with the dynamic nature of HR operations and catered to the ever-changing requirements of businesses.