Document Title:

Business Requirements Document
Project Name: Employee Attrition Analysis
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Executive Summary

This project aims to understand the factors contributing to employee attrition and provide actionable insights to reduce resignations, especially in technical and sales departments. By analyzing HR data, we seek to uncover trends in age, overtime, income, and satisfaction that predict employee exits. The final dashboard will enable HR and department heads to monitor real-time attrition and prioritize retention efforts.

Business Objectives

Objective	Description
Reduce attrition	Identify departments, roles, or age groups with high turnover
Create HR dashboard	Provide decision-makers with visual KPIs
Understand root causes	Analyze impact of overtime, job satisfaction, income, etc.
Data-driven decisions	Equip HR to implement proactive retention strategies

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Project Scope

In Scope:

Analysis of employee records (age, income, department, attrition)

Dashboard showing trends and KPIs

HR-level and department-level insights

Process maps (AS-IS / TO-BE)

BRD, stakeholder analysis, use cases

Out of Scope:

Predictive modeling (machine learning)

Confidential employee communications

Real-time system integration

Functional Requirements

ID	Requirement Description
FR1	System must identify attrition trends by department, role, and gender
FR2	Dashboard must allow HR to filter by age, education, and overtime
FR3	Attrition % should be calculated per team and job level
FR4	Users must be able to export monthly attrition reports
FR5	System should highlight high-risk groups (based on filters)

Non-Functional Requirements (Optional)

ID	Requirement Description
NFR1	Dashboard should load within 3 seconds
NFR2	Must support export to PDF/Excel
NFR3	Must be accessible to HR team only (data privacy)

Tools & Technology

Tool	Use Case
Excel	Data cleaning, preprocessing
SQL Server	Data exploration, slicing
Power BI	Dashboard creation
Word	Documentation
Draw.io	AS-IS / TO-BE mapping

Timeline

Phase	Duration
Requirement Gathering	1 day
Data Cleaning & Import	2 days
SQL Analysis	2 days

Phase	Duration
Power BI Dashboard	2–3 days
Documentation	1 day

Stakeholders

HR Manager (Primary)

Department Managers

Senior Leadership

L&D Team

Approval

Name	Role	Signature
Pankaj Kumar Singh	Business Analyst	
HR Manager	Project Owner	
COO / Exec	Reviewer	