

HR Attrition Analytics Dashboard BRD

V1.0 | 04/01/26 | Author: Saithulasiram |

Executive Summary:

HR Manager wants a Dashboard that refreshes every Sunday which shows them total employee count, Attrition rate, Employee's education, Age, Gender, Department. HR Managers need to see Attrition in Department wise, age wise, Education wise to take action like Hiring new people or retaining existing employees. This is to reduce the attrition rate from 16% to 10% in < 6 months. Focus: Employee joined <365 days.

Project Objectives:

- Create an interactive dashboard where each filter interacts with other
- Show satisfaction rating
- Attrition based on gender, Department, education field to prioritise retention/hiring

Project Scope:

IN:

- Attrition Reduction
- Improve morale
- Retain/Hire employees
- Weekly data Refresh

Out:

- Predictive Models

Key Stakeholders:

- HR Manager
- CEO, CFO

Project Constraints:

- Should complete in a Week
- Employees taken into account are who joined before 365 days
- Use Tableau

Data Source:

- HR Employee Master Data Copy

Success Metrics:

- Reduce HR investigation time, study all details in under 2 minutes
- Promote Decision making (Retention/New Hire)
- Drop in Attrition Rate 1-2%

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Functional Requirement Document:

1. Employee count = Total number of rows in source document
2. Attrition count = as is from source
3. Attrition rate = Attrition rate/employee count
4. Active Employee = Employee count - Attrition count
5. Average Age = Sum of age / employee count

ID	Description	Dimension	Viz Type
FR-001	Top KPIs	Emp. Count, Attrition count, rate, Active emp, Avg. age	Horizontal Tiles
FR-002	Dept. wise attribution	Departments, Attrition Rate	Pie Chart
FR-003	Age Distribution	Gender, Age bin	Histogram
FR-004	Satisfaction Rating	Job Role, Job Satisfaction	Heat map
FR-005	Attrition(Education)	Education, attrition count	Bar Chart
FR-006	Attrition(gender)	Gender, Attrition count	Donut Chart

Filters:

Global(Department wise)

Every FR should act as filter, when interacted all FR should change

Use Case:

UC-01: HR Manager Loads dashboard -> sees attrition (eg. Research has high att.rate) -> low satisfaction -> starts retention/new hire process

UC-02: CEO/CFO view summary ->No filters ->Top KPI's alone

Non-Functional Case:

Performance: Loads <5 seconds

Export: PDF/PNG Format

Edge case: NO data -> No Matching Employee, divide by 0-> N/A or 0%

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Tableau Dashboard:

Interactive Link:

https://public.tableau.com/views/HRANALYTICSDASHBOARD_17674984587220/HRANALYTICS?:language=en-US&:sid=&:redirect=auth&:display_count=n&:origin=viz_share_link

Dashboard:

