Employee Data Analysis Using Excel

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Project *title* :

Visualizing employee attendance trends with excel charts

AGENDA;

- Problem Statement
- Project Overview
- End Users
- Our Solution And Proposition
- Dataset Description
- Modeling Approach
- Results
- Discussion
- Conclusion

Problem Statement:

Employee attendance trends are difficult to track and analyze, leading to:

1. Inefficient workforce management.

2. Lack of insight into attendance pattern.

3. Ineffective HR initiatives.

Project Overview:

Create an Excel-based dashboard to visualize employee attendance trends, providing insights for data-driven decision-making.

End Users:

HR professionals, managers, and team leaders will use the dashboard to:

1. Monitor attendance trends.

2. Identify areas for improvement.

3. Inform data-driven decisions.

Our Solution And Proposition:

Develop an Excel-based attendance dashboard that:

•Automates data collection and visualization.

•Provides real-time attendance insights.

•Identifies trends and patterns.

•Enhances data-driven decision-making.
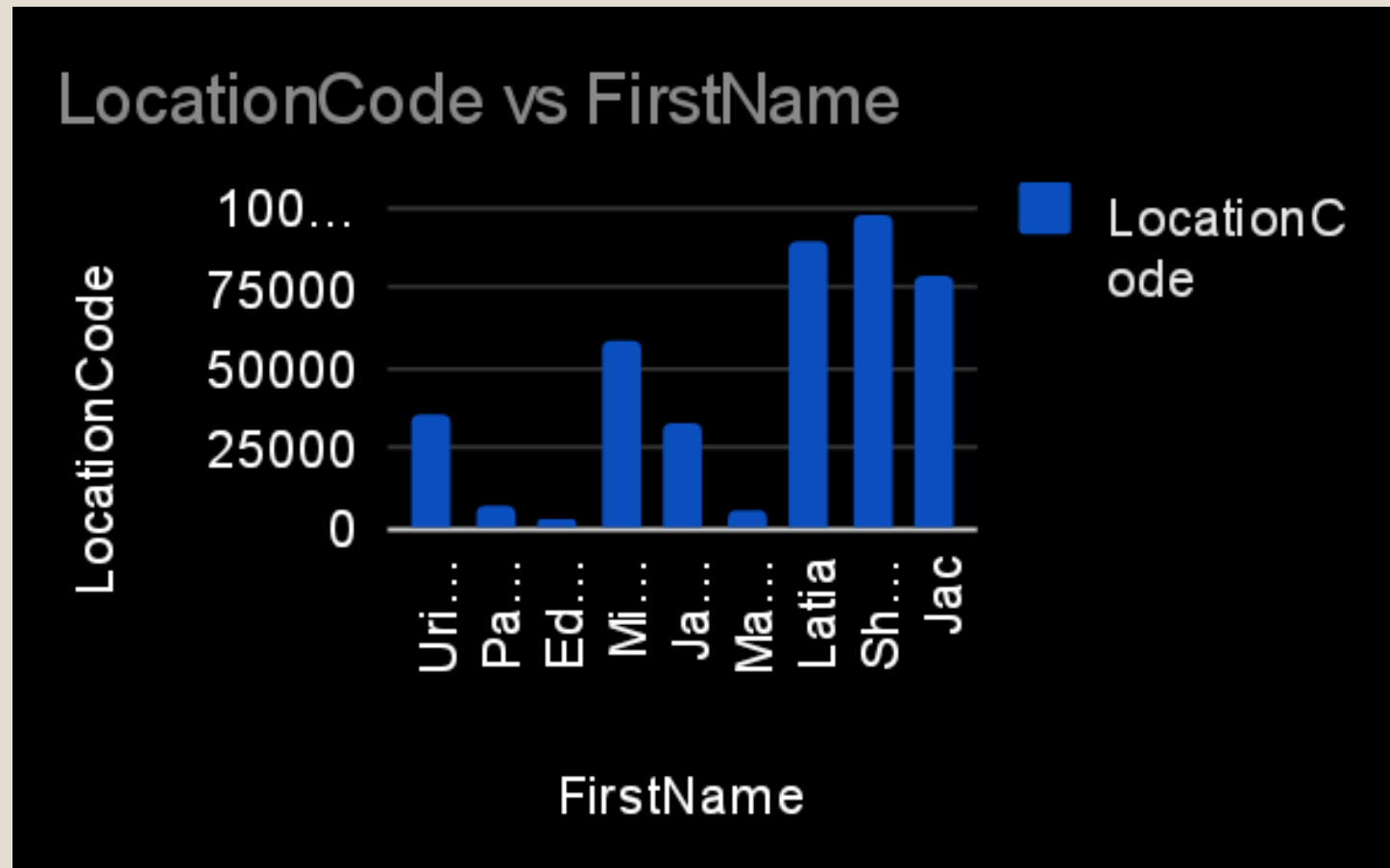
Dataset Description:

The dashboard will utilize data from:

•Attendance records (dates, employee IDs, attendance status)

•Employee information (name, department, role)

•HR initiatives and programs (training, wellness, etc.)

Modelling Approach:

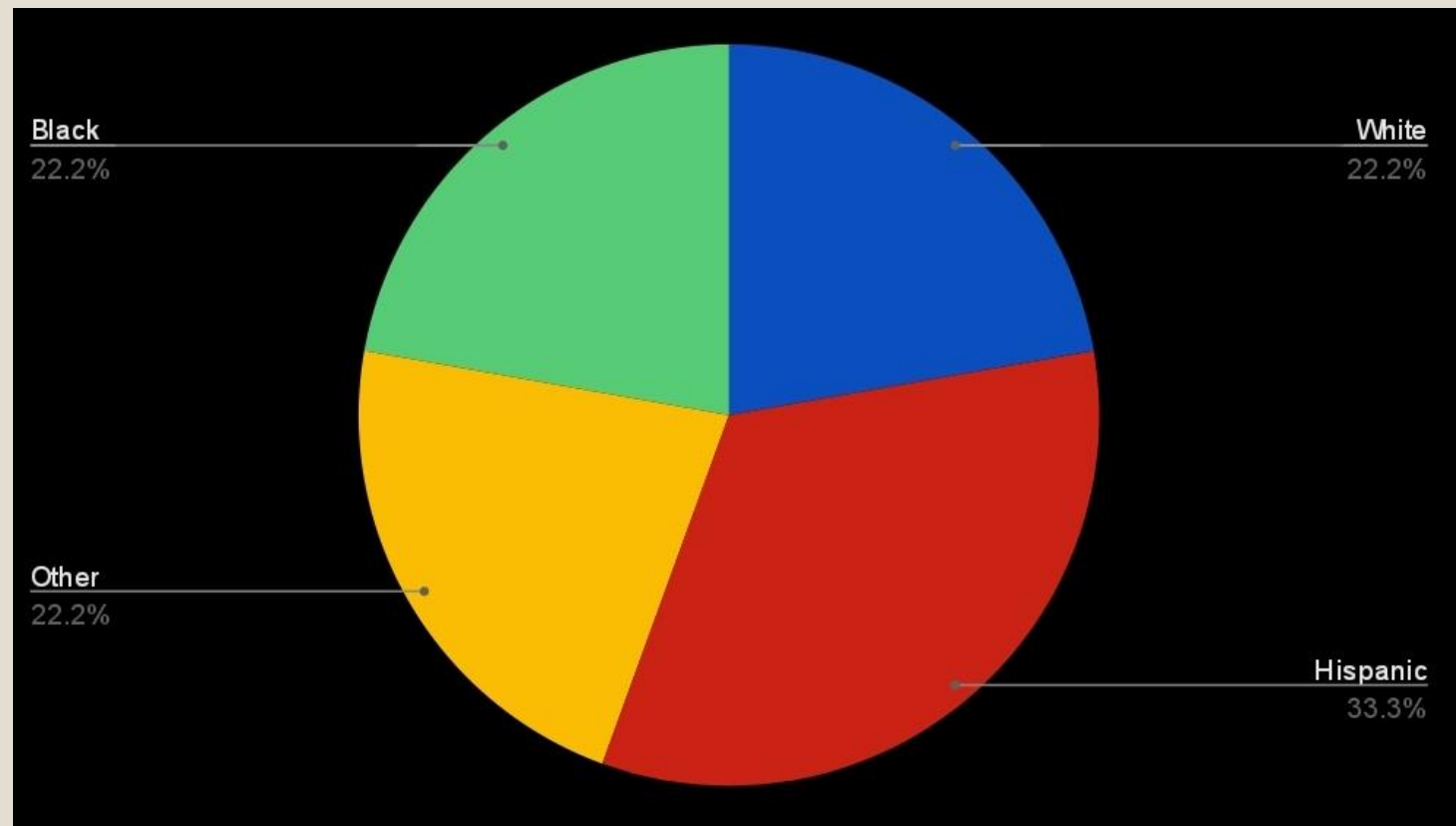The dashboard will employ:

•Excel formulas and functions (e.g., COUNTIFS, AVERAGEIFS).

•Conditional formatting for visual cues.

•Pivot Tables for data summarization and analysis.

•Charts and graphs (e.g., heat maps, bar charts, line graphs).

RESULTS: bar diagram

Pie chart:

Discussion:

- Identification of attendance trends and patterns.
- Insights into underlying causes of absenteeism.
- Data-driven decision-making for HR initiatives.
- Enhanved workforce management.

Conclusion:

The employee attendance dashboard will provide actionable insights and visibility into attendance trends, empowering HR professionals and managers to make data-driven decisions and improve workforce management.