**BUSINESS REQUIREMENT DOCUMENT**

**Name of Project:** HR Management Dashboard

**Project Sponsor:** Corporate HR Consultancy

**Service owner:**  HR Manager

**Project Manager:** Mr. BI

**Necessary Systems:** Oracle, Power BI

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| **BUSINESS REQUIREMENT** | | | | | |
| 1 | HR Management Dashboard | | **Hires**   * Active Employees * Male Active Employees * Female Active Employees * Male Active Employees % * Female Active Employees * Active employees by experience in years * Active employees by Age group   **Bad Hires**   * Total Bad Hired * Male bad hire and its % * Male bad hire and its % * Bad Hire by age group   **New Hiring**   * New Hired * Male Hired and its % * Female Hired and its% * New Hire by age group     **Attrition**   * Total attrition * Voluntary attrition * Involuntary attrition   **Ethnicity**   * Avg Tenure Months by age group * How many bad hires by Ethnicity. | High | |
| 2 | HR Headcount Trend (u can show hire and attrition analysis separate as well)  trend should have comparison between current year and previous year.  Just like Current Month vs Previous Month and Current Year vs Previous Month and its change % | | * Total Active Employees Monthly/Quarter * Total Hire Employees by Month/Quarter * Year filter for selection of any required year * There should be toggle or change option if I want to see monthly data then will click on it and same for quarter view.   (Month should be like – Jun-22 and Quarter should be like Q1-22) | Medium | |
| 3 | Attrition Analysis | | * Total Attrition * How many people left by gender? * How many people left by experience? * How many people left by age group? * How many people left for different regions? * Against different job type how many people left? * How many hourly paid people left? * How many Salaried people left? * Attrition % Monthly trend * Provide Year, Region and Gender Trend * Also provide detail of the left people if I want to know detail of the left person there should be drill option to get entire details. | High | |
|  | |  | | | High |

* Kindly read all the requirements carefully and do as per requirement u can add your own analysis after considering above requirement

**All the Best**