Employee Data Analysis using Excel

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

1.Problem Statement
2.Project Overview
3.End Users
4.Our Solution and Proposition
5.Dataset Description
6.Modelling Approach
7.Results and Discussion
8.Conclusion

PROBLEM STATEMENT

- **A problem statement for employee data analysis is a concise summary of the issue or opportunity that you want to address with data. It helps to define the *scope*, *objectives*, and *metrics* of your analysis, and communicate them to your stakeholders. It also helps to focus efforts and ensure that your HR Analytics strategy aligns with your overall business objectives and goals.**

PROJECT OVERVIEW

The Information and Communications Technology (ICT) industry, employee performance is of great importance because it impacts both business efficiency and customer satisfaction. Many different performance measures have been proposed in the past, but there is still no universal benchmarking method that can be adopted by all businesses. This may present a challenge however since it may be harder to measure employee performance in this context. One of the biggest reasons is the complexity of technological products and projects. Developing a technological product or service is a complex process that involves many different variables, including technical skills, communication skills, and project management. Measuring performance across all of these variables can be difficult, especially given the different roles and responsibilities that engineers may have within an organization.

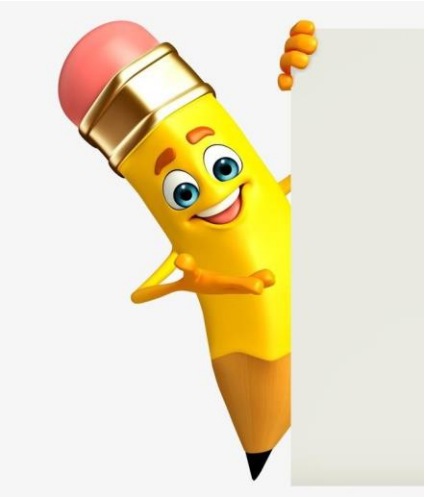
WHO ARE THE END USERS?

HR Managers: To assess and manage employee performance and development needs.

Department Heads: To identify high performers and areas where additional training or support might be required.

Executives: For strategic planning and overall organizational performance insights.

OUR SOLUTION AND ITS VALUE PROPOSITION



Dashboard Creation: Develop interactive dashboards in Excel to provide a visual overview of employee performance.

Performance Metrics: Use Excel formulas to calculate key metrics such as productivity, attendance, and achievement of goals.

Data Visualization: Implement charts and graphs to represent data trends and comparisons effectively

Dataset Description

Employee Information: Names, roles, departments, and tenure.

Performance Metrics: KPIs such as sales numbers, project completion rates, customer feedback scores, etc.

Historical Data: Past performance data to enable trend analysis.

Qualitative Feedback: Supervisor comments and peer reviews, if available.

MODELING

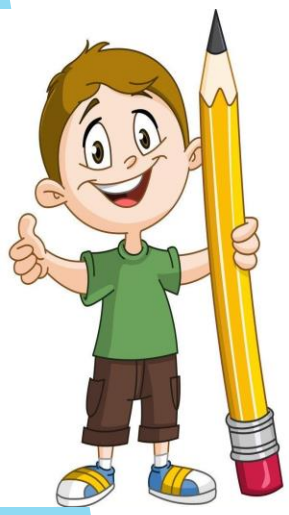
Data Preparation: Cleaning and organizing data for accuracy and consistency.

Descriptive Analysis: Using Excel functions (e.g., AVERAGE, MEDIAN) to summarize performance.

Trend Analysis: Employing Excel charts and pivot tables to visualize performance over time.

Comparative Analysis: Using formulas and conditional formatting to compare performance across different groups.

Predictive Modeling: If applicable, utilizing Excel's regression tools to forecast future performance trends



RESULTS

Key Findings: Summary of performance trends, strengths, and weaknesses identified.

Comparative Insights: Differences in performance across departments or roles.
Visualizations: Charts and graphs illustrating key performance metrics and trends.

Anomalies and Patterns: Notable deviations or unexpected patterns in the data.

conclusion

Summary of Insights: Recap of the main findings from the performance analysis.

Implications: How these insights impact decision-making and strategy.

Recommendations: Suggested actions based on the analysis (e.g., training programs, performance incentives).

Future Work: Areas for further analysis or improvement in the data collection and analysis process.