

HR Data Analysis

By:

Zeina Hatem Farouk

Rosaleen Rizk Boules

Youssef Mohammed Hassan

Mazen Atef Mohammadi

Ahmed Mohammed Sabry

1. Project Planning & management

Introduction

Organizations generate vast amounts of HR data, including employee performance, turnover rates, recruitment efficiency, and workplace engagement. However, extracting actionable insights from raw data is challenging without a structured analytics system. This proposal outlines the development of an **HR Analysis Dashboard**, which will provide HR professionals with real-time data visualization, trend analysis, and predictive insights to optimize decision-making.

Objectives

The HR Analysis Dashboard aims to:

- **Enhance Decision-Making:** Provide HR teams with clear, data-driven insights.
- **Improve Workforce Management:** Monitor key HR metrics such as employee turnover, recruitment efficiency, and performance trends.
- **Predict Future HR Trends:** Use forecasting models to anticipate attrition and hiring needs.
- **Optimize HR Processes:** Identify bottlenecks in recruitment, retention, and employee satisfaction.
- **Increase Accessibility:** Provide an easy-to-use, interactive dashboard for HR professionals.

Scope:

The HR Analysis Dashboard will cover the following aspects:

- **Data Collection & Cleaning** – Extract HR-related data from multiple sources (e.g., HRMS, payroll, surveys).
- **Data Transformation** – Process, clean, and structure data using Python for consistency and accuracy.
- **Exploratory Data Analysis (EDA) & Forecasting** – Identify trends, patterns, and predictive insights.
- **Database Management & Querying** – Store and optimize data using SQL for efficient retrieval.

- **Dashboard Development** – Create an interactive Power BI dashboard with visualizations for HR metrics.
Testing & Quality Assurance – Validate data integrity, dashboard performance, and usability.
Deployment & User Training – Implement the dashboard in the organization and provide training for HR teams.

Project Milestones

1. Requirement Gathering & Planning	Define key metrics, data sources, and user needs.	Day 1-5
2. Data Collection & Cleaning	Gather HR data from various sources, clean and transform data using Python.	Day 6-10
3. Database & Query Optimization	Store and structure data efficiently using SQL for querying and forecasting.	Day 11-16
4. Dashboard Development	Create interactive visualizations using Power BI.	Day 17-20
5. Testing & Validation	Ensure data accuracy, performance testing, and user feedback implementation.	Day 21-24
6. Deployment & Training	Deploy the dashboard and train users for efficient usage.	Day 25-31

Tools & Technologies

Python (Pandas, NumPy,Matplotlib)	Data cleaning, transformation, and forecasting
SQL (MSSQL)	Querying, data extraction, and storage
Power BI	Dashboard creation and visualization
Google Colab	Exploratory data analysis (EDA)
Excel	Additional data processing and validation

Team Roles & Responsibilities:

Zeina Hatem Farouk	Data cleaning specialist	Clean and transform HR data using Python, ensuring data accuracy and consistency.
Youssef Mohammed Hassan	Insights and dashboard creator	Develop interactive dashboards in Power BI, ensuring effective visualization and user-friendly design.
Rosaleen Rizk Boules	Data Visualization Specialist	Optimize and enhance data visual representation for better insights and usability.
Mazen Atef Mohammadi	Quality Assurance Specialist	Validate data accuracy, ensure dashboard functionality, and conduct performance testing.
Ahmed Mohammed Sabry	Insights and dashboard creator	Perform exploratory data analysis, build forecasting models, and extract meaningful HR insights.

Key Performance Indicators (KPIs)

The effectiveness of the HR Analysis Dashboard will be measured using the following KPIs:

Data Accuracy & Efficiency:

- **Data Quality Score:** Percentage of clean and accurate data (target: 95%+)
- **Query Execution Time:** Average time taken for SQL queries (target: < 5 seconds)

HR Insights & Performance:

- **Employee Turnover Rate:** Measure trends and forecast attrition rates
- **Recruitment Efficiency:** Time taken to hire and onboard new employees
- **Employee Satisfaction Index:** Based on engagement surveys and sentiment analysis

User Adoption & Effectiveness:

- **Dashboard Usage Rate:** Percentage of HR team members actively using the dashboard (target: 80%+)
- **Decision Impact Rate:** Number of HR decisions influenced by data insights

2.Requirements Gathering

Stakeholder Analysis - identifying key stakeholders and their expectations from the HR Analysis Dashboard:

HR Managers	Decision-makers	Need real-time insights into workforce metrics, attrition trends, and employee performance.
Recruiters	Hiring & onboarding	Require recruitment efficiency metrics, candidate pipeline analysis, and hiring trend forecasts.
HR Analysts	Data & reporting	Need access to clean, structured HR data for in-depth analysis and reporting.
IT Team	System support	Ensure data integration, security, and system maintenance.
Executives	Business strategy	Require high-level reports and visual insights for strategic workforce planning.

Functional Requirements

- The system must allow HR users to view key metrics like attrition rate, recruitment efficiency, and employee satisfaction.
- The dashboard must provide data filtering by department, job role, and time period.
- Users must be able to generate reports and export them in Excel/PDF format.
- The system must integrate data from HR databases, surveys, and payroll systems.
- Forecasting models must predict trends such as turnover and hiring needs.
- The dashboard should provide role-based access control (RBAC) for security.

Non-Functional Requirements

Category	Requirement
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Performance	The system should load dashboards in under 5 seconds.
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Security	HR data must be encrypted and only accessible to authorized users.
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Category	Requirement
Usability	The interface should be intuitive for non-technical HR users.
Reliability	The dashboard should have 99% uptime with minimal data lag.
Scalability	The system should be able to handle data from multiple HR sources without performance issues.

3. System Analysis & Design

Problem Statement & Objectives

- **Problem Statement:**

HR teams face challenges in managing workforce data across multiple domains, leading to inefficient decision-making, lack of real-time insights, and difficulty in forecasting HR trends. The organization struggles with:

- Employee turnover prediction: Difficulty in identifying factors influencing attrition.
- Workforce performance and engagement analysis: Limited visibility into employee satisfaction, performance trends, and work-life balance.
- Recruitment bottlenecks: Delays in hiring processes, lack of insights into candidate qualifications, and hiring pipeline inefficiencies.

- **Project Objectives:**

The HR Analysis Dashboard will address these challenges by:

1. Providing a centralized HR analytics system integrating employee, engagement, recruitment, and training data.
2. Automating data processing using Python and SQL to enhance data accuracy and accessibility.
3. Developing an interactive dashboard in Power BI to visualize key HR metrics.
4. Implementing predictive analytics for attrition forecasting and recruitment planning.
5. Enhancing employee engagement tracking through survey data insights.

6. Optimizing hiring processes by analyzing recruitment efficiency and candidate trends.
7. Measuring training effectiveness to ensure employee development aligns with business goals.
8. Ensuring data security with role-based access control and encrypted HR records.