HR Workforce Analysis: Data-Driven Strategy Report

Executive Summary

This report analyses key insights from the final Workforce Strategy Dashboard, focusing on three core areas: Operational Status, Workforce Distribution, and Talent Performance. The most urgent finding is the **34.9% of employee records marked as 'Pending,'** requiring an immediate data governance audit. Furthermore, the analysis identifies the **Cloud Tech** department as a key area for strategic investment due to its low headcount, while confirming that **216 'Poor' performers** are the largest segment requiring targeted capability uplift.

Status Check & Operational Health (Dashboard Section 1)

This section covers the high-level health of the workforce and flags immediate operational concerns, as shown by the KPI cards.

KPI Card	Value	Status	Strategic Insight
Total Headcount	1020	Baseline	Total size of the workforce.
Avg. Salary	₦83,150	Standard	Overall mean compensation.
Data Quality Alert	**34.9% Pending**	**CRITICAL**	**356 Records Unclassified.** This figure compromises Active/Inactive metrics and requires immediate resolution.
Avg. Performance	2.58 / 4.0	Healthy	Indicates generally high employee capability.

Key Action: Prioritize the audit and re-classification of all 'Pending' employee statuses to ensure data integrity and compliance.

Distribution & Demographics (Dashboard Section 2)

This section analyses the "Who" and "Where" of the workforce, focusing on organizational balance and talent profile, as shown in the left panel.

Workforce Balance & Investment Focus

The organization is structurally balanced, but Cloud Tech presents a clear staffing anomaly (visualized in the Horizontal Bar Chart):

- **All Departments (except Cloud Tech):** Headcount averages ~170 employees.
- **Cloud Tech:** Lowest Headcount (**146 employees**). This discrepancy indicates an urgent need for recruitment to mitigate future technological risk.
- **Devops:** Highest Headcount (**189 employees**).

Tenure and Age Profile

The Tenure and Age charts provide context for retention and high-performing segments:

- Salaries are highest for longer-tenured employees (joined 2020), showing expected seniority progression.
- The **Age 30** group shows the highest average performance grade (**2.62**), identifying a high-performing demographic.

Performance & Compensation (Dashboard Section 3)

This section evaluates employee capability and compensation based on the visuals in the right panel.

Performance Score Breakdown

The Column Chart clearly displays the spread of employee performance:

Performance Score	Headcount	Action
Poor (1)	**216**	**Target for PIP/Training**
Average (2)	267	Development Potential
Good (3)	270	Steady Contributors
Excellent (4)	267	Retention Priority

- **Insight:** The **216 'Poor' performers** represent the largest single segment (21.2% of the total workforce) and require dedicated Performance Improvement Plans (PIPs) to lift overall organizational capability.

Strategic Recommendations

1. **Resolve Pending Records:** Immediately launch an HR audit to classify the **356 'Pending' records**, restoring integrity to all headcount metrics.
2. **Invest in Cloud Tech:** Review the compensation and recruitment strategy for the **Cloud Tech** department to address low staffing, mitigating future technological risk.
3. **Targeted Capability Uplift:** Implement mandatory training or coaching for the **216 employees** currently rated 'Poor' to drive overall performance gains.

Conclusion

The comprehensive analysis of the HR workforce data, facilitated entirely through Microsoft Excel, confirms the strength of the organization's average performance (2.58/4.0) but identifies critical areas of risk. The immediate priority must be addressing the data governance lapse, specifically the 356 unclassified records, which is currently hindering accurate metric reporting. Strategically, focused investment in the Cloud Tech department and a dedicated development program for the 216 'Poor' performers will be essential for boosting organizational capability and mitigating future talent risks. This project demonstrates the power of clean data and foundational analytics tools in driving actionable, strategic business decisions.