Employee Data Analysis using Excel ▯

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PROJECT TITLE

Employee Performance Analysis using Excel

AGENDA

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PROBLEM STATEMENT

Issue:

Inconsistencies in employee performance evaluations and lack of quantitative metrics.

Impact:

Subjective reviews, inaccurate assessments, and unclear performance trends.

Need:

A data-driven approach to objectively evaluate performance and improve review accuracy.

PROJECT OVERVIEW

Objective:

- Develop an Excel-based system to analyze and enhance employee performance.

Scope:

- Includes productivity, quality of work, deadlines, teamwork, and customer feedback.

Deliverables:

- Data collection template, performance dashboard, detailed report, and actionable recommendations.

Timeline:

- Data collection, analysis, dashboard creation, and reporting.

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WHO ARE THE END USERS?

Human Resources (HR) **:** For performance evaluations and employee development.

Managers : To monitor team performance and identify areas for improvement.

Employees: : To understand personal performance metrics and receive feedback.

Executives: : For strategic decision-making and performance review summaries.

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OUR SOLUTION AND ITS VALUE PROPOSITION

Solution: An Excel-based performance analysis system that provides:

- Standardized data collection
- Visual performance dashboards
- Detailed analysis and reports

Proposition: Use data-driven insights to:

- Improve accuracy in evaluations
- Identify trends and high/low performers
- Develop targeted training and recognition programs

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Dataset Description

Data Sources:
Project management tools, employee surveys, performance reviews, customer feedback.

Key Columns:

- Employee Name
- Department
- Tasks Completed
- Quality Score
- Deadlines Met (%)
- Teamwork Score
- Customer Feedback Score

Data Size:
Sample size of [number] employees over [time period].

THE "WOW" IN OUR SOLUTION

- A "wow" moment is when a customer's experience with a product or service exceeds their expectations and they realize the unique value it offers. It's an "aha" moment that can transform a casual user into a loyal customer.
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- A "wow" moment can be achieved by:
- Personalization
- Offering seamless experiences
- Providing great customer support
- Using augmented reality
- Using gamification
- Using social media
- Supporting sustainability

MODELLING

Data Cleaning: Addressing missing values and inconsistencies.

Analysis Techniques:

- Descriptive Statistics   :Averages, percentages, and trend analysis.
- Pivot Tables   :For summarizing and cross-referencing data.
- Visualizations   :Charts and graphs for performance metrics.

KPIs Evaluated:
Productivity, quality, deadlines, teamwork, and customer   feedback.

RESULTS

Performance Trends : Summary of findings by KPI.

Example : Highest and lowest productivity scores.

Discrepancies : Identification of any inconsistencies or unexpected patterns.

Key Insights : High performers, areas for improvement, and notable trends.

Visuals : Include example charts and graphs from Excel dashboards.

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conclusion

Summary:

- Recap of the key findings and the effectiveness of the Excel-based analysis.

Impact:

- Improved accuracy in performance evaluations and actionable insights.

Recommendations:

- Suggested next steps for implementation, such as training programs or changes in review processes.

.Future Work:

- Potential improvements and additional analyses.