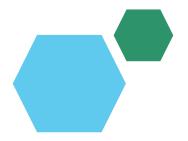
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STUDENT NAME:G.Asha REGISTER NO:312205801

DEPARTMENT:III - B.COM (BANK MANAGEMENT) COLLEGE: VIDHYA SAGAR WOMEN'S COLLEGE





#### PROJECT TITLE

# Employee Performance Analysis using Excel

Here are some common problem statements in employee performance analysis using Excel:

- 1. Data Management: Managing and consolidating large datasets from various sources.
- 2. Data Accuracy: Ensuring data accuracy and consistency.
- 3. Performance Metrics: Defining relevant performance metrics.
- 4. Visualization: Effectively visualizing data.
- 5. Trend Analysis: Identifying performance trends.
- 6. Comparison Analysis: Comparing performance across teams or departments.
- 7. Root Cause Analysis: Identifying factors impacting performance.
- 8. Automation: Automating reporting and analysis processes.

Would you like some help resolving any of these issues or do you have a different problem in mind?



## **AGEND**

A

- 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 STATEMEN T

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#### 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.



#### 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.

#### 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



## **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

Here's a possible "Who" in your employee performance analysis solution:

\*Stakeholders:\*M

- 1. HR Managers II
- 2. Department Heads
- 3. Team Leads
- 4. Employees (self-evaluation)
- 5. Organization Leadership (CEO, CFO, etc.)

\*End-Users:\*M

- 1. Performance Analysts
- 2. HR Analysts
- 3. Talent Management Specialists
- 4. Business Intelligence Analysts M

\*System Users:\*M

- 1. Administrators (data management)
- 2. Analysts (data analysis)
- 3. Managers (performance review)

\*Beneficiaries:\*

- 1. Employees (improved performance feedback)
- 2. Organization (enhanced productivity)
- 3. Customers (better service quality)

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## MODELLIN G

**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

## RESULT S

**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.

## 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.