**Project Report: HR Presence Insights Dashboard**

**1. Project Goal/Objective:**

* The primary goal of this project was to create a dashboard that provides a clear overview of employee presence, work-from-home (WFH) patterns, and sick leave (SL) within the organization.
* The dashboard aims to offer insights into employee attendance trends, identify potential issues, and support data-driven decision-making related to workforce management.

**2. Data Sources:**

* The data source(s) are not explicitly visible in the image, but it can be inferred that the data includes:
  + Employee names/identifiers.
  + Daily attendance records (e.g., "P" for Present, "HPL" for Hospital Leave, "FFL" for Family Funeral Leave)
  + WFH status for each day.
  + SL status for each day.
  + Dates.
* The data is likely stored in a database, spreadsheet, or HR information system.

**3. Data Transformation and Calculations:**

* The dashboard involves several calculated metrics:
  + Presence %: Calculated for each employee and aggregated for the total.
  + WFH %: Calculated for each employee and aggregated for the total.
  + SL %: Calculated for each employee and aggregated for the total.
  + Presence % by Date: Shows the trend of presence percentage over time.
  + SL % by Date: Shows the trend of sick leave percentage over time.
  + WFH % by Date: Shows the trend of WFH percentage over time.
  + Day of Week Presence %: Calculates the average presence percentage for each day of the week.
  + Day of Week SL %: Calculates the average sick leave percentage for each day of the week.
  + Day of Week WFH %: Calculates the average WFH percentage for each day of the week.
* The calculations likely involve:
  + Counting the number of present days, WFH days, and SL days for each employee within a given period.
  + Dividing these counts by the total number of working days to get percentages.
  + Aggregating data by date and day of the week.

**4. Dashboard Design and Visualization:**

* The dashboard is organized to provide a comprehensive view of presence insights.
* Key components include:
  + Summary Statistics: Large numbers display the total Presence %, WFH %, and SL %.
  + Employee-Level Table: A table shows the individual Presence %, WFH %, and SL % for each employee.
  + Trend Charts: Line charts visualize Presence %, SL %, and WFH % trends over time.
  + Day of Week Analysis: Tables show Presence %, SL %, and WFH % by day of the week.
  + Filters: The image shows a filter for "Month" (Apr-22, May-22, Jun-22) and "Presence".
* Visualizations are used to:
  + Compare employee performance.
  + Identify trends over time.
  + Analyze patterns by day of the week.

**5. Tools/Technologies Used:**

* While the specific tool isn't visible, based on the layout and functionality, it's likely that the dashboard was created using a Business Intelligence (BI) tool such as:
  + Microsoft Power BI
  + Tableau
  + QlikView/Qlik Sense

**6. Key Features/Functionality:**

* Filtering: Users can filter the data by month.
* Drill-down: The date-based charts might allow users to drill down to more granular date levels (e.g., from month to week to day). (Not Visible in Image)
* Real-time/Near Real-time Data: The dashboard likely displays up-to-date information on employee presence. (Not Visible in Image)
* Alerts/Notifications: The dashboard may have the capability to send alerts or notifications if presence falls below a certain threshold.

**7. Potential Improvements/Next Steps:**

* Enhance Interactivity: Add more interactive elements, such as tooltips, drill-down capabilities, and dynamic filters.
* Add More Data: Include additional relevant HR data, such as department, location, and employee tenure, to provide a more comprehensive analysis.
* Mobile Optimization: Ensure the dashboard is optimized for viewing on mobile devices.
* User Roles and Permissions: Implement security measures to control access to sensitive data based on user roles.