**📝 Business Requirement Document (BRD)**

**Project Title:**

**HR Employee Attrition Analysis Dashboard**

**1. Project Overview:**

This project aims to analyse employee attrition within the organization using interactive dashboards built in Power BI. The goal is to understand the patterns and causes of attrition and support HR in making data-driven decisions to improve employee retention.

**2. Business Objective:**

* Identify departments with high employee turnover.
* Track and compare hiring vs. attrition trends over time.
* Analyse average employee tenure by age, gender, and job role.
* Provide insights on workforce diversity (gender distribution, job roles).
* Support HR initiatives for better employee retention.

**3. Scope of Work:**

**In Scope:**

* Data cleaning, transformation, and modelling in Power BI.
* Development of dynamic dashboards with filters (e.g., department, gender, education).
* Calculation of key metrics like Attrition Rate, Average Tenure, etc.
* Interactive visuals and trend analysis.

**Out of Scope:**

* Real-time data integration.
* Predictive attrition modeling (can be considered for future scope).
* Integration with HR management systems.

**4. Data Description:**

The data includes the following key columns:

| **Field Name** | **Description** |
| --- | --- |
| Employee Number | Unique ID for each employee |
| Age | Age of the employee |
| Department | Department name |
| JobRole | Specific job title |
| Gender | Gender of the employee |
| MonthlyIncome | Salary of the employee |
| Attrition | Whether the employee has left (Yes/No) |
| DateOfJoining | Date when the employee joined |
| EducationField | Field of education |
| MaritalStatus | Marital status |
| OverTime | Whether the employee works overtime |
| EnvironmentSatisfaction | Level of satisfaction with workplace |
| JobSatisfaction | Satisfaction with the job |

**5. Key Metrics (KPIs):**

* **Attrition Rate**
* **Average Tenure (Years)**
* **Department-wise Attrition Count**
* **Monthly/Yearly Attrition Trend**
* **Hiring vs. Attrition Over Time**
* **Gender Diversity Ratio**
* **Job Role-wise Satisfaction & Attrition**

**6. Stakeholders:**

| **Stakeholder** | **Role** |
| --- | --- |
| HR Department | End user; uses insights for action |
| Project Analyst | Designs and builds dashboard |
| Data Engineer | Ensures clean and structured data |
| Business Manager | Approves findings and actions |

**7. Assumptions:**

* All employee data is up to date and accurate.
* Attrition is calculated as a simple Yes/No flag.
* Tenure is calculated based on Date of Joining and current date.

**8. Deliverables:**

* Power BI Dashboard (.pbix)
* BRD Document (this file)
* Project Summary Report (optional)
* Screenshots or hosted report for resume/portfolio

**9. Timeline:**

| **Phase** | **Time Estimate** |
| --- | --- |
| Requirement Gathering | 1 day |
| Data Cleaning & Modeling | 2 days |
| Dashboard Development | 2–3 days |
| Review and Revisions | 1 day |