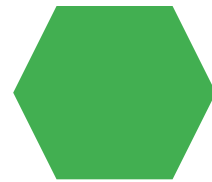# Employee Data Analysis using Excel

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# PROJECT TITLE

**Employee Performance Analysis using Excel**

# AGENDA

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 STATEMENT

Analyzing employee performance using Excel helps organizations make data-driven decisions to enhance productivity, address skill gaps, and recognize achievements, ultimately leading to improved overall performance and employee satisfaction.

# PROJECT OVERVIEW

- summary of a project overview for data analytics using MS Excel.
- **Project Title**: Data Analytics using MS Excel
- **Objective**: To leverage MS Excel's data analytics capabilities to extract insights, identify trends, and inform business decisions..
- This project aims to demonstrate the power of MS Excel in data analytics, providing actionable insights to drive informed business decisions.

# WHO ARE THE END USERS?

- *Employee*
- *Employer*
- *Organization*
- *Firm*

# OUR SOLUTION AND ITS VALUE PROPOSITION

- **Filtering in Excel allows you to selectively display and analyze specific subsets of data based on criteria, enabling focused insights and streamlined data management.**
- **Groups in Excel help organize and manage data by allowing users to collapse or expand sections of related rows or columns, facilitating better data navigation and analysis.**

- **A Pivot Table in Excel is a powerful tool that summarizes, analyzes, and presents large datasets by organizing data into rows, columns, and values for dynamic and interactive reporting.**

# Dataset Description

**There is 5 features in employee dataset.**

- **Business unit** : **"Business Unit**," "Revenue," "Expenses," "Profit," and "Market Share" to clearly present and compare metrics for each unit.

- **Performance score** : **Conditional Formatting** Apply conditional formatting to highlight high or low performance scores for better visualization.

- **Current employee rating : Number Format** Ensure that the Rating column is formatted to show numbers or a rating scale if applicable.

- **performance level gender** :Create a summary table to analyze **performance levels by gender**. This table will help you visualize the data more effectively.

# THE "WOW" IN OUR SOLUTION

Performance level FORMULA :
IFS (Z8-5"VERY HIGH"28-
4,"HIGH",28>3,"MED",TRUE,"LOW")

# MODELLING

**Use PivotTables for Advanced Analysis**
- PivotTables can dynamically summarize and analyze your data:
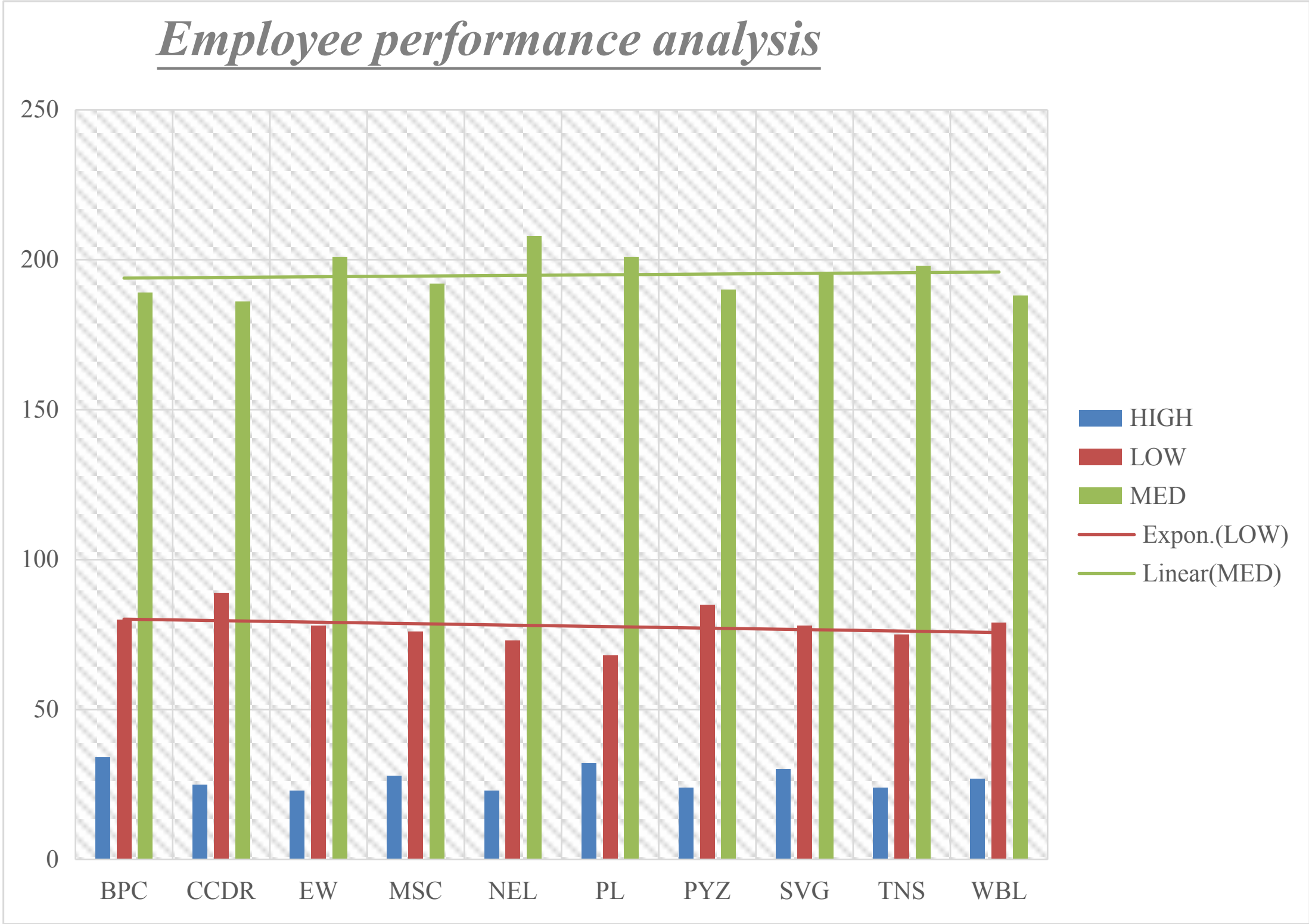  **Select Your Data Range**.
  **Go to Insert** > **PivotTable**.
  **Configure PivotTable**:
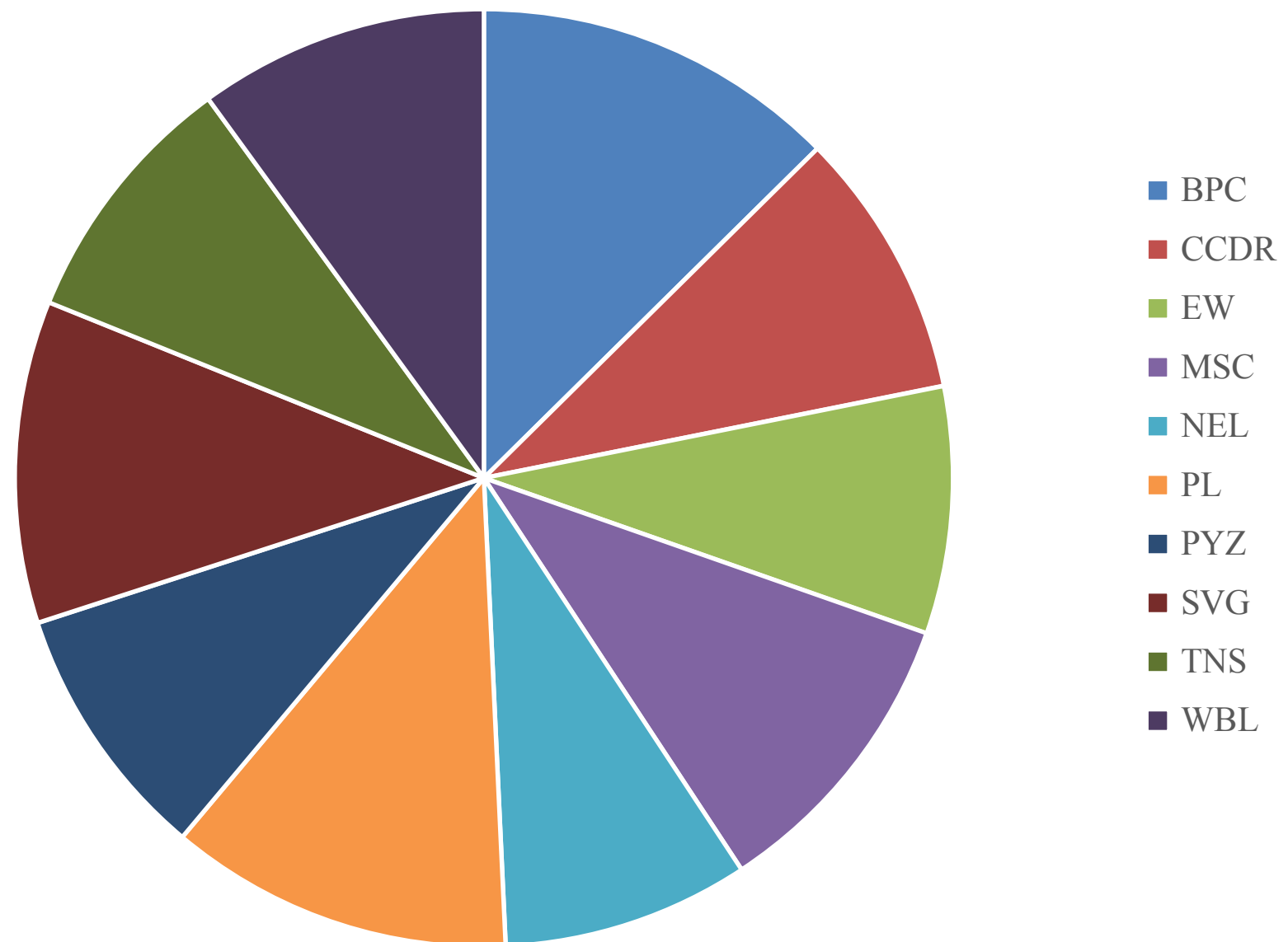  **Rows**: Project Name or Department.
  **Columns**: Performance Metrics.
  **Values**: Average or Count of Performance Metrics.

# RESULTS



*Employee performance analysis*

Legend:
- HIGH
- LOW
- MED
- Expon.(LOW)
- Linear(MED)

# RESULT 2 PIE CHART



- BPC
- CCDR
- EW
- MSC
- NEL
- PL
- PYZ
- SVG
- TNS
- WBL

# conclusion

*In summary, creating an effective employee performance analysis model in Excel involves several key steps to ensure you can track, analyze, and visualize data efficiently:*

- ***Data Organization**: Start by structuring your data in a well-organized table, including essential fields such as Employee ID, Name, Gender, Department, Project ID, Performance Metrics, and Ratings.*

- ***Summary Tables**: Develop summary tables to aggregate data by projects and departments. This helps in understanding overall performance trends and making comparisons.*

- ***Visualization**: Utilize charts and graphs to visually represent performance data. Bar charts, pie charts, and line graphs can provide clear insights into how employees are performing across different projects and departments.*