

HR Analytics Dashboard

FRD

Project Title

HR, Training & Engagement Analytics Dashboard

Dashboard Sections

Short description of each dashboard page.

Overview Section (Combined Summary View)

Provides a high-level view of key HR, Training, and Engagement KPIs. Includes:

- Total Employees, Active Employees, Termination Count, Tenure
- Total Training Sessions, Completion %, Training Cost
- Engagement score overview

Employee Analysis Page

Shows employee demographics and workforce distribution. Includes:

- Gender distribution
- Age distribution
- Employee type & status
- Performance rating
- Key workforce KPIs

Training Analysis Page

Shows training effectiveness & participation trends. Includes:

- Training outcomes
- Completion rate by program
- Training volume by month
- Participants by employment type
- Training cost-related metrics

Engagement Analysis Page

Shows employee engagement by business units & training outcomes. Includes:

- Average engagement score
- High-engagement %
- Engagement by units & outcomes
- Performance distribution linked with engagement
- Heatmap of BU engagement metrics

Data Requirements

List of data fields needed for each dashboard section.

Dashboard Section	Data Fields Needed	Source
Overview	Employee ID, Employment Status, Hire Date, Termination Date, Training Cost, Engagement Score	HR Table, Training Table, Engagement Table
Employee Analysis	Employee ID, Gender, Age, Hire Date, Employee Type (Full-time/Part-time/Contract), Status (Active/Terminated), Performance Rating	HR Dataset
Training Analysis	Training ID, Training Program Name, Training Type, Outcome (Passed, Completed, Incomplete, Failed), Training Date, Employee Type, Training Cost	Training Dataset
Engagement Analysis	Engagement Score, Business Unit, Performance Rating, Training Outcome, Tenure	Engagement Dataset + HR Dataset

Filters / Slicers

Users should be able to filter using the following:

- **Date Range** (Training Date, Hire Date)
- **Employee Type** (Full-Time, Part-Time, Contract)
- **Gender**
- **Training Program**
- **Training Outcome**
- **Business Unit**
- **Employee Status** (Active / Terminated)
- **Tenure (Years)** → already present as a parameter

Visuals / Charts

Specify visuals used per dashboard.

Dashboard Section	Visual Types
Overview	KPI Cards, Summary Tiles
Employee Analysis	Donut Chart (Gender), Histogram (Age), Bar Chart (Type & Status), Line/Area Chart (Performance), KPI Tiles
Page 1 – Employee Details	Same as Employee Analysis above
Training Analysis	Donut Chart (Outcomes), Bar Chart (Completion Rate), Line + Bar Combo Chart (Training Count by Month), Pie Chart (Participants by Type), KPI Tiles
Page 3 – Engagement Analysis	Bar Chart (Engagement by BU), Bar Chart (Engagement by Training Outcome), Box Plot (Performance Rating Distribution), Heatmap (BU Engagement Table), KPI Tiles

Interactivity

User interaction features supported:

- **Cross-Filtering:** Clicking one chart filters others on the dashboard
- **Parameter Controls:** Tenure slider parameter
- **Navigation Buttons / Tabs:** Employee Analysis → Training Analysis → Engagement Analysis
- **Highlight & Tooltip Interactivity:** Hovering shows detailed values

Calculations / Measures

List of calculated fields required.

Calculation Name	Formula (Logic)	Purpose
Total Employees	COUNT(Employee ID)	Workforce size
Active Employees	COUNT(IF Status = "Active")	Employee health
Termination Count	COUNT(IF Status = "Terminated")	Attrition count
Tenure (Years)	DATEDIFF('year', Hire Date, Today())	Tenure KPI
Training Completion %	Completed / Total * 100	Training effectiveness
Avg Training Cost / Participant	SUM(Training Cost) / DISTINCTCOUNT(Participants)	Cost analysis
Cost per Successful Completion	SUM(Cost) / COUNT(Completed)	ROI of training
High Engagement %	COUNT_IF(Engagement Score > threshold) / Total	Engagement distribution
Engagement Score (Avg)	AVG(Engagement Score)	Summary metric
Age (Bin)	Age grouped into 10-year ranges	Histogram analysis
Performance Category	Mapping of ratings 1–5	For box plot
Training Outcome Completion Rate	Completed / Total for each program	Program comparison
Business Unit Engagement Heatmap Metric	COUNT by BU & outcome	Heatmap view

Notes / Special Instructions

- The dashboard follows a **green theme** consistent across pages for brand and readability.
- All pie/donut charts must show **labels + percentages + totals**.
- Age must be grouped into automatic bins (10-year intervals).
- Employee performance is shown as a connected line to highlight trends.

- Heatmap should use **sequential gradient color** from light green → dark green.
- All KPI tiles must have a **shadowed border** and bold title formatting.
- Maintain **consistent fonts and spacing** across all pages.
- Ensure **mobile/tablet responsive layout** if publishing online.