

Business Requirements Document (BRD)

HR Attrition & Workforce Analytics Dashboard

1. Business Objective

The objective of this project is to develop an HR Analytics dashboard that enables leadership and HR teams to monitor employee attrition and analyze workforce patterns. The dashboard is designed to provide visibility into overall attrition levels, workforce demographics, compensation distribution, job roles, and employee tenure. It supports data-driven decision-making related to employee retention, workforce planning, and HR policy evaluation.

2. Scope of the Report

In Scope:

- Employee headcount monitoring
- Attrition count and attrition rate analysis
- Department-level and gender-level filtering
- Attrition analysis by age group, education, salary band, years at company, and job role
- Job satisfaction analysis for high-attrition job roles

Out of Scope:

- Predictive attrition modeling
- Recruitment pipeline analytics
- Performance appraisal forecasting
- External labor market analysis

3. Stakeholders

- Human Resources leadership
- HR business partners
- Workforce planning teams
- Organizational leadership

4. Key Metrics and KPIs

- Employee Count
- Attrition Count
- Attrition Rate
- Average Age
- Average Salary
- Average Years at Company
- Attrition by Gender
- Attrition by Education
- Attrition by Age Group
- Attrition by Salary Range
- Attrition by Job Role
- Attrition by Years at Company
- Attrition by Job Role and Job Satisfaction

5. Data Sources

The dashboard is built using structured HR datasets consisting of:

- HR_Data – Employee-level fact table containing demographics, compensation, job information, satisfaction metrics, tenure, and attrition status.
- Departments – Department reference table.
- Jobs – Job role reference table.
- Education – Education level reference table.

These tables are modeled in a star schema to support cross-dimensional workforce analysis.

6. Functional Requirements

The dashboard must enable users to:

- View total workforce and attrition KPIs
- Filter analysis by department and gender
- Identify departments and roles with high attrition
- Analyze attrition patterns across age, education, and salary segments
- Evaluate attrition trends across employee tenure
- Assess job satisfaction levels within high-attrition job roles

7. Visualization Requirements

- KPI cards for workforce and attrition metrics
- Donut chart for attrition by education
- Bar chart for attrition by age group
- Bar chart for attrition by salary range
- Line/area chart for attrition by years at company
- Column chart for top attrition job roles
- Matrix for job role by job satisfaction attrition analysis
- Bar chart for attrition by gender

8. Success Criteria

The dashboard will be considered successful if it:

- Provides a single source of truth for HR attrition monitoring
- Clearly highlights high-attrition roles and employee segments
- Enables leadership to identify workforce risk patterns
- Supports retention strategy discussions and workforce planning initiatives

9. Key Deliverables

- Interactive Power BI HR Analytics dashboard
- Defined HR KPIs and metrics
- Department and demographic filters
- Attrition diagnostics by role, salary, age, education, and tenure