Project: Human Resources Dataset Analysis

Group :(Mahmoud Adel– Heba Mohamed -Menna t Allah hamza – Ahmed Mohamed)

Project documentation

1- Project Proposal: Human Resources Dataset Analysis

1. Project Overview

This project analyzes employee data, departments, performance evaluations, and job satisfaction metrics to help organizations improve employee retention, satisfaction, and performance.

2. Objectives

1. Analyze employee demographics (age, gender, department, job title).

2. Compare departments by employee count, salary, and performance.

3. Study performance trends and identify top performers.

4. Measure job satisfaction and find factors affecting it.

5. Predict employees at risk of leaving.

6. Provide recommendations for improvement.

3. Scope

- **Data Cleaning**: Fix missing values, remove duplicates.

- **Exploratory Analysis**: Use charts and statistics to understand the data.

- **Advanced Analysis**: Find relationships between satisfaction and performance, predict attrition.

- **Visualization**: Create dashboards and charts to show insights.

- **Reporting**: Summarize findings and suggest improvements.

4. Tools

- **Programming**: Python, SQL.

- **Visualization**: Power BI

5. Expected Outcomes

- Insights into employee satisfaction and performance.

- Identify departments with high attrition or low satisfaction.

- Recommendations to improve retention and performance.

- Deliverables: Report, visualizations, code, and predictive models.

2-Project Plan: Human Resources Dataset Analysis

1. Timeline

Task	Duration
Data Collection and Cleaning	1 Week
Exploratory Data Analysis	2 Weeks
Advanced Analysis	2 Weeks
Visualization and Reporting	1 Week
Final Review and Submission	1 Week

2. Milestones

1. **Week 1**: Finish data cleaning.

2. **Week 2-3**: Complete exploratory analysis (EDA).

3. **Week 4**: Finish advanced analysis (correlation, attrition prediction).

4. **Week 5**: Create visualizations and dashboards.

5. **Week 6**: Submit final report.

3. Deliverables

1. **Cleaned Dataset**: Ready-to-use data.

2. **Advanced Analysis**: Correlation and attrition predictions.

3. **Visualizations**: Dashboards and charts.

4. **Final Report**: Insights and recommendations.

5. **Code and Queries**: Python scripts and SQL queries.

4. Resource Allocation

Resource	Role	Tasks
Data Analyst	Clean data, perform EDA	Fix missing data, create charts, summarize trends.
Data Scientist	Advanced analysis and modeling	Find correlations, build predictive models.
Visualization Specialist	Create dashboards and visuals	Design interactive dashboards.
Project Manager	Oversee project progress	Ensure deadlines are met and review deliverables.

5. Tools

- **Data Cleaning and Analysis**: Python, SQL.

- **Visualization**: Power BI

6. Risks and Mitigation

1. **Data Quality Issues**:

    Fix: Clean and validate data thoroughly.

2. **Delays in Analysis**:

    Fix: Add buffer time to the timeline.

3. **Inaccurate Models**:

    Fix: Test models with cross-validation.

3-ask Assignment & Roles: Human Resources Dataset Analysis

Team Members and Responsibilities

Role	Team Member	Responsibilities
Data Cleaning Specialist	Ahmed Mohamed	- Clean and preprocess the dataset. - Handle missing values, duplicates, and inconsistencies.
Exploratory Data Analysis (EDA) Specialist	Menna hamza	- Perform EDA to identify trends and patterns. - Create summary statistics and visualizations.
Advanced Analysis Specialist	Head Mohamed	- Perform correlation analysis. - Build predictive models (e.g., attrition prediction).
Visualization and Reporting Specialist	Mahmoud Adel	- Create dashboards and charts. - Prepare the final report and presentation.

4-Risk Assessment & Mitigation Plan: Human Resources Dataset Analysis

1. Risk Assessment

Risk	Description	Impact
Poor Data Quality	Missing, incomplete, or inconsistent data.	Delays in analysis and inaccurate results.
Inaccurate Predictive Models	Machine learning models may not perform well due to insufficient or biased data.	Incorrect predictions and unreliable insights.
Team Coordination Issues	Miscommunication or lack of collaboration among team members.	Duplicate work, missed tasks, and inefficiency.
Tool or Software Issues	Tools (e.g., Python, Tableau) may not work as expected or may crash.	Delays and frustration during analysis.

2. Mitigation Plan

Risk	Mitigation Strategy	Responsible Person
Poor Data Quality	- Perform thorough data cleaning and validation. - Document data issues and fixes.	Data Cleaning Specialist
Inaccurate Predictive Models	- Use cross-validation to test models. - Validate results with domain experts.	Advanced Analysis Specialist
Team Coordination Issues	- Hold regular team meetings. - Use collaboration tools (e.g., Trello, Slack).	Project Lead
Tool or Software Issues	- Test tools and software early. - Have backup tools or alternatives ready.	All Team Members

3. Monitoring and Review

- **Weekly Check-ins**:

  Review progress and address risks during team meetings.

- **Risk Log**:

  Maintain a log of identified risks, mitigation actions, and outcomes.

5-KPIs (Key Performance Indicators) – Metrics for project success

Metric	Description	Target
Response Time	Time taken to analyze data and prepare reports.	Complete within 8 weeks.
System Uptime	Availability of analytical tools and data.	99% uptime during the project.
User Adoption Rate	Adoption of recommendations by HR management.	Achieve an 80% adoption rate.
Accuracy	Accuracy of analysis and recommendations.	Achieve 95% accuracy in analysis.
Customer Satisfaction	Satisfaction of HR management with results.	Achieve 90% or higher satisfaction