



FUNCTIONAL REQUIREMENTS DOCUMENT (FRD)

1. Project Title

HR Workforce, Training & Employee Engagement Analytics Dashboard

2. Dashboard Sections

◆ Dashboard 1: HR Workforce Overview

Provides a high-level snapshot of workforce size, employee distribution, attrition trends, and tenure patterns.

Designed for HR leadership and management decision-making.

◆ Dashboard 2: Training & Performance Analytics

Focuses on training effectiveness, cost efficiency, training outcomes, and their impact on employee performance.

Helps identify high-cost, low-success programs and training ROI.

◆ Dashboard 3: Employee Engagement & Retention

Analyses satisfaction, engagement, work-life balance, and attrition risk across departments. Supports retention strategy and employee well-being initiatives.

3. Data Requirements

Dashboard Section	Data Fields Needed	Source
Workforce Overview	Employee ID, Employee Status, Department, Business Unit, Hire Date, Exit Date, Tenure, Employee Type	HR Employee Table
Training & Performance	Training Program, Training Type, Training Cost, Training Outcome, Training Date, Performance Rating	HR + Training Tables
Engagement & Retention	Satisfaction Score, Engagement Score, Work-Life Balance Score, Attrition Flag, Department, Location	HR Survey Table

4. Filters / Slicers

The dashboard will include the following global and contextual filters:

- Employee Type (Full-Time / Part-Time / Contract)
- Department Type
- Business Unit
- Year
- Training Year
- Training Type
- Location

5. Visuals / Charts

◆ Dashboard 1 – HR Workforce Overview

Visual Type	Purpose
KPI Cards	Total Employees, Active Employees, Exited Employees, Attrition Rate %, Avg Performance
Donut Chart	Employee Status Distribution
Line Chart	Employee Start Trend
Histogram	Employee Tenure Distribution
Bar Chart	Employees by Business Unit
Bar Chart	Employees by Department Type
Bar Chart	Attrition Rate by Department

◆ Dashboard 2 – Training & Performance Analytics

Visual Type	Purpose

KPI Cards	Total Training Cost, Training Programs, Success Rate, Cost per Success
Bar Chart	Training Outcome Distribution
Line Chart	Monthly Training Participation Trend
Funnel Chart	Training Outcome Funnel
Treemap	Training Program Cost Analysis
Bar Chart	High-Cost Low-Success Programs
Dual-Axis Chart	Training Cost vs Employee Satisfaction

◆ Dashboard 3 – Employee Engagement & Retention

Visual Type	Purpose
KPI Cards	Avg Engagement, Satisfaction %, Avg Satisfaction, Work-Life Balance, Dissatisfied %
Bar Chart	Engagement Score by Department
Bubble Chart	Work-Life Balance vs Satisfaction
Dual-Axis Chart	Attrition vs Satisfaction
Bar Chart	Active vs Exited Satisfaction
Heatmap	Satisfaction Score by Location
Bar Chart	Low Satisfaction by Department

6. Interactivity

The dashboard supports:

- Cross-filtering between visuals
- Hover tooltips with detailed metrics
- Department-level drill-downs
- Global filters across dashboards
- Parameter-based Top N analysis (optional extension)
- Reference lines for benchmark comparison

7. Calculations / Measures

Calculation Name	Formula	Purpose
Total Employees	COUNTD(Employee ID)	Workforce size
Active Employees	COUNTD(IF Status = "Active" THEN Employee ID END)	Active workforce
Exited Employees	COUNTD(IF Status = "Exited" THEN Employee ID END)	Attrition volume
Attrition Rate %	Exited / Total Employees	Attrition monitoring
Average Performance	AVG(Performance Rating)	Performance insight
Training Success Rate	Successful Outcomes / Total Trainings	Training effectiveness
Training Cost per Success	Total Cost / Successful Outcomes	ROI measure
Satisfied Employees %	Satisfied / Total Employees	Engagement strength
Dissatisfied Employees %	Dissatisfied / Total Employees	Churn risk

8. Notes / Special Instructions

- Clean, minimal, executive-friendly design
- Consistent blue color theme across dashboards
- Red/orange avoided unless highlighting risk explicitly
- Percentage metrics formatted consistently
- Currency formatted where applicable
- Dashboards optimized for Tableau Public viewing
- KPIs calculated using LOD to avoid filter distortion
