HR Attrition Analytics – Business Requirement Document (BRD)

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1.BUSINESS BACKGROUND / PROBLEM STATEMENT

Employee attrition is a major concern for organizations as it leads to increased hiring costs, productivity loss, and workforce instability.Currently, the HR team lacks a centralized analytics solution to identify attrition patterns, high-risk employee groups, and key factors influencing employee turnover.This project aims to build an interactive Power BI dashboard to support data-driven HR decision-making.

2. BUSINESS OBJECTIVES

- Analyze overall employee attrition rate

- Identify departments and job roles with high attrition

- Understand key attrition drivers such as income, overtime, and job satisfaction

- Analyze attrition across demographic segments (age, gender, marital status)

- Support HR leadership with actionable insights for employee retention

3. STAKEHOLDERS

Stakeholder	Responsibility
HR Manager	Monitor attrition & retention
HR Business Partner	Workforce planning
Senior Management	Strategic decisions
Data Analyst	Dashboard development

4. KEY BUSINESS QUESTIONS

- What is the overall attrition rate?

- Which department has the highest attrition?

- Which job roles experience the most employee exits?

- Does overtime increase attrition risk?

- How does monthly income impact attrition?

- Which age group shows higher attrition?

- Is attrition higher among newly joined employees?

5. KPI DEFINITIONS

KPI	Definition
Total Employees	Count of employees
Attrition Count	Employees who left
Attrition Rate (%)	Attrition Count / Total Employees
Active Employees	Current employees
Avg Monthly Income	Average salary
Avg Tenure	Avg years at company

6. DATA SCOPE & ASSUMPTIONS

Data Source: HR Attrition dataset
Data Level: Employee level
Assumptions:

- Attrition = "Yes" means employee left
- Dataset is accurate and complete
- No future predictions (historical analysis only)

7. DIMENSIONS & MEASURES

Dimensions:

- Department
- JobRole
- Gender
- Age Group
- Salary Slab
- OverTime
- Education Field

Measures:

- Total Employees
- Attrition Count
- Attrition Rate
- Avg Income
- Avg Years at Company

8. DASHBOARD SECTIONS

- **Overview Dashboard** – KPIs & attrition rate

- **Attrition Drivers** – income, overtime, satisfaction

- **Demographic Analysis** – age, gender, marital status

- **Department & Role Analysis**

9. SUCCESS CRITERIA

The dashboard will be successful if HR stakeholders can identify high-risk attrition areas and take informed retention actions.