Project Report: HR Analytics Dashboard (Excel)

# Project Title

HR Analytics Dashboard – Visual Insights for Smarter HR Decisions

# Project Duration

June 2025

# Project Objective

To develop an interactive HR dashboard using Microsoft Excel that provides actionable insights from raw HR data. The goal is to help HR managers and leadership track key performance indicators related to employee demographics, attrition, and departmental performance.

# Tools & Technologies Used

- Microsoft Excel  
- Pivot Tables  
- Charts (bar, pie, column, line)  
- Slicers  
- Conditional Formatting  
- Data Cleaning Functions

# Dataset Description

The dataset includes information about employees such as:  
- Employee ID  
- Department  
- Gender  
- Age  
- Date of Joining  
- Attrition Status

Raw data was preprocessed to ensure consistency, eliminate nulls, and allow aggregation in dashboards.

# Dashboard Features

- Department-wise headcount  
- Gender and age group distributions  
- Monthly attrition analysis  
- Interactive filtering using slicers (e.g., by department, gender)  
- Conditional formatting to highlight trends  
- Visual summaries via bar, column, and pie charts

# Approach and Methodology

1. Collected and cleaned raw HR data.  
2. Structured the dataset into tabular format.  
3. Built pivot tables for key HR metrics.  
4. Created visual elements and linked them with slicers.  
5. Applied formatting to highlight critical values.  
6. Verified interactivity and usability of the dashboard.

# Key Insights & Findings

- Identified departments with high and low attrition.  
- Observed employee gender distribution and imbalances.  
- Tracked trends in hiring and leaving months.  
- Noticed performance of different departments via headcount shifts.

# Limitations

- Limited to static data snapshots (manual updates required).  
- Does not integrate real-time data feeds.  
- No advanced forecasting or predictive modeling included.

# Future Scope

- Upgrade dashboard to Power BI or Tableau for live interactivity.  
- Include predictive analytics (e.g., attrition forecast).  
- Connect to a live HRMS database using Power Query.  
- Add employee performance metrics and satisfaction scores.

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