

BUSINESS REQUIREMENTS DOCUMENT (BRD)

Project Name: HR Employee Attrition and Performance Analysis Dashboard

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Project Sponsor / Business Owner: HR Department

1. Business Context / Problem Statement

The organization faces challenges in understanding workforce dynamics, including employee attrition trends, performance levels, and compensation disparities. Without centralized visibility, HR teams struggle to make data-driven decisions to reduce attrition, improve promotion rates, and maintain balanced salary structures across departments and regions. This dashboard addresses these issues by offering interactive insights into employee distribution, attrition factors, financial patterns, and performance ratings.

2. Goal of the Dashboard

The dashboard aims to help HR and management teams:

- Identify departments or regions with high attrition rates.
- Monitor employee performance and promotion trends.
- Evaluate salary distribution and cost control across departments.
- Understand workforce demographics to optimize HR strategies.

3. Target Users / Stakeholder Personas

User Persons	Primary Need from Dashboard	Expected Usage
HR Manager	Monitor attrition, promotions, and employee performance	Daily / Weekly
Finance Analyst	Analyze salary trends and payroll distribution	Weekly
Top Management	Assess workforce efficiency and overall HR effectiveness	Monthly

4. Core Business Questions

The dashboard must enable users to answer the following:

1. 1. Which departments or regions experience the highest attrition?
2. 2. What is the gender and age distribution across the organization?
3. 3. Which departments have the best promotion and performance rates?
4. 4. How do salaries vary by department and job level?
5. 5. What is the relationship between experience, performance, and attrition?

5. Product-Style KPIs to Track

KPI	Definition
Attrition Rate	Percentage of employees leaving the organization over a period.
Promotion Rate	Percentage of employees promoted within a given year.
Average Monthly Income	Mean monthly income across all employees or departments.
Average Performance Rating	Mean performance score across departments.
Total Employees	Total active workforce in the organization.

6. Scope of the Dashboard

In Scope:

- Analysis of employee attrition, performance, and promotion trends.
- Department and region-level salary and demographic insights.
- Interactive filters and visuals for HR reporting.
- Out of Scope:
 - Predictive modeling of future attrition.
 - Integration with live HR systems or real-time data feeds.
 - Individual employee-level decision automation.

7. Success Criteria (Measurable Outcomes)

- HR managers can identify high-risk departments for attrition within minutes.
- Leadership can access clear KPIs for promotions, salaries, and performance.
- Enhanced decision-making through data-driven HR insights and visual storytelling.
- Improved retention strategies by understanding key attrition drivers.