

Functional Documentation - People Insight Dashboard

1.0 Overview

Workforce
Menu

The People Insights Dashboard provides a comprehensive view of key HR metrics, enabling better strategic planning and operational efficiency to meet your needs.

Application User Profile

Key user profiles:

HR Site Managers

HR LT

Workforce Data Administration

Target Users:

HR

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	26.06.2024	Ana I. Rocha	

Application Type

Data Product Type

☒ Dashboard

☐ Report

☐ Advanced analytics

☐ AI

☐ Others <specify which one>

Technologies

☒ BW

☐ Tableau

☒ QlikSense

☒ Talend

☐ Dataiku

☐ Others <specify which one>

Data Sources

Note: list of all applications and various environment

☐ SAP PF1 (Production environment)

☐ SAP WP1

☐ SAP PI1

☒ BW (versions)

☐ iCare CRM

☐ CORE CRM

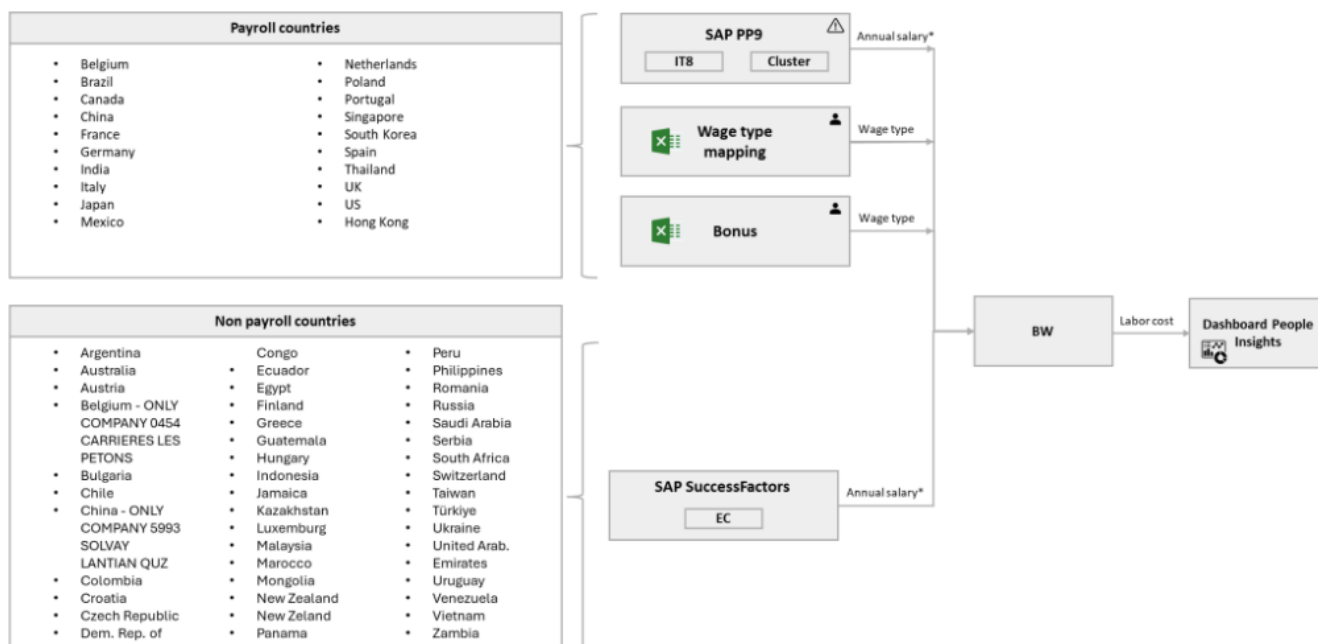
☒ Others - Success Factors. PP9

2.0 KPI

- Workforce Overview:** Overview of total employees, with a breakdown for active & external workforce.
- Gender Balance:** Distribution of employees by gender, overall & through different management levels.
- Overtime:** Track money spent on overtime hours worked.
- Turnover:** Monitor total employee turnover rates on a monthly basis.
- Labor Costs:** Overview of overall labor costs & respective evolution.
- Hirings vs Terminations:** Side-by-side overview on employees onboarding & departing.
- Engagement Index:** Measure of employee engagement levels via the pulse survey.
- Age Distribution:** Breakdown of workforce by age groups.
- Nationality:** Diversity insights based on nationality with a dynamic geographic chart.

2.1 KPI details

Labor Costs



3.0 Application Feature Overview

Clear and Accessible View: Provides an intuitive interface for data visualization.

Main Areas: Detailed breakdowns and dynamic graphs.

Data Extraction: Quick and easy data export options.

Navigation: User-friendly interface with multiple filters for a customized view.

Interaction Between Filters: Dynamic cross-filtering capabilities.

Data Updating Level: Updated monthly to ensure the latest information is always available.

4.0 Others

[People Insight video](#)

[User Guide](#)

5.0 Non-functional Descriptions

5.1 Usability

as per standards

5.2 Regulatory Compliance

GDPR compliant. Reports that contain sensitive data for Non-HR reports and Confidential data for HR reports.

5.3 Security

- *Only authorised Users be able to access data.*

5.4 Performance

as per standards

5.5 Reliability

as per standards

5.6 Scalability

5.7 Compatibility

as per standards

5.8 Availability

as per standards

5.9 Refresh of the Data

Monthly refresh, (at 10th of each Month)