

InnovHR functional requirements



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InnovHR Objective

Users will create HR documents with Innovhr, such as HR Policies or job offers. The goal is to create a complete document customized to the brand of the client.

Why is AI required in this project? Would a form and a simple autobuilder do the same thing?

- The final document should be customized to their wordings and their culture. It should look to have been created exclusively for this company.
- Users should be confronted to the things they would have missed when establishing a policy.
- Users would upload a policy and ask: what are the loopholes in this policy? AI will identify missing points and propose to include them in the policy.
- Etc.

First task objective

The primary objective of this project is to assess the feasibility of the app and the output results. We'll first focus on the back-end of the solution. The design, database and the details are not important for the moment. This document describes what needs to be achieved as an internal MVP, without regards to the design or autonomous management from a superadmin panel.

Do not work on the comprehensive database schema and go to the essential. Once we'll have the confirmation that the project is viable and simple, we'll go ahead and work on a full schema to improve long-term maintainability. The global output is shared just as an information to think of the solution long-term while building the first steps.

Global Structure Overview

The final product will be a single-page application with these basics:

- Database:
 - User accounts
 - Previous policies created
 - AI instruction preferences
 - Superadmin: Preset policies to be built
 - Questions to ask for establishing this policy
 - Specific statements to include
 - Instructions for AI
 - Company branding

- The app will ask questions about their branding: logo, accent color, secondary color.
- It will ask questions about their wording. Users could import existing policies for AI to learn their wording or users could simply describe the tone and their culture for AI to write in the same way.
- Interface:
 - Users will go in a funnel of questions (such as a form, but integrating AI for a pleasant and customized experience).
- Output:
 - Documents created will mostly be created in Word (but also in other formats later). The output will be using the design of the customer and be ready to use without modification.

First step: MVP

Let's make a very basic UI without design with:

- Left screen would be questions
- Right screens would be the policy being built in real time.
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Note: Don't waste time on making a good looking UI with questions coming one after the other and animated. The goal here is only to evaluate how great this tool could be. If it can be as great as expected, we have designers and will create wireframes and full UI

On the left screen there would be questions like:

1. Q1: What would you like to create?
 - a. Choices are: Job posting, HR policy, Team activity invitation
 - b. We will only work on the HR policies for now.
2. Q2: What policy would you like to create?
 - a. User will type a few words like *remote work*.
 - b. The app will look into our existing sets of policies to be created.
 - c. AI will propose the policies
 - d. For this MVP, let's only have one policy in our database: Flexible Work Policy.
3. Once the policy type is chosen, there will be predefined questions like: What elements would you like to include in your flexible work policy? (Check all that apply)

- a. ☐ Flexible hours: Employees can choose their start and end times, with a mandatory core period (e.g., from 10 AM to 3 PM).
 - b. ☐ Remote work: e.g. Employees can work remotely up to 2 days per week, with their manager's approval.
 - c. ☐ Compressed workweek: Employees can work their weekly hours in fewer days (e.g., four days instead of five).
 - d. ☐ Part-time work: Employees can choose to work part-time for a determined or undetermined period, with their manager's approval.
 - e. ☐ Unpaid leave: Employees can take unpaid leave in addition to their paid leave, subject to approval.
 - f. ☐ Irregular schedule: Employees can follow a personalized schedule where their working hours are not fixed from day to day, but their total working hours and pay remain the same.
 - g. ☐ Job sharing: Two employees can share the responsibilities of a single full-time position, with reduced working hours and shared responsibilities.
4. Let's make a scenario where we check option a, b, c and d. The purpose of the tool is to use Ai to make a dynamic document instead of creating all conditions in backend.

For example, if we check option a, we should call a prompt in background: (e.g. "I'm creating an HR remote work policy. I will include a condition "Flexible hours: Employees can choose their start and end times, with a mandatory core period (e.g., from 10 AM to 3 PM)". What should I pay attention to for this specific clause and what should I include in this specific clause"?)

5. Based on the above prompt, the app should return some questions to the user to create the policy as per his needs. Using predefined questions will need a major time investment and it will be outdated next year with the evolution of LLMs, so this is why I am looking to use AI in this project.
6. Another question for this MVP: In what contexts would you like to apply your flexible work policy? (Check all that apply)
 - a. ☐ Pilot project: Implemented experimentally for six months, followed by evaluation for permanent integration or suspension.
 - b. ☐ Summer period: In effect from July 1st to August 31st each year, with annual evaluation for reapplication.
 - c. ☐ Specific project: Applied during the software development project until the end of Q1 2025, followed by evaluation.
 - d. ☐ Exceptional situation: Implemented for an indefinite period in response to the health situation, reassessed every three months.

7. What eligibility criteria would you like to include in your flexible work policy? (Check all that apply)
 - a. ☐ Eligible positions: Applicable to all full-time and part-time positions, except those requiring constant physical presence, such as production, security, or other critical functions.
 - b. ☐ Seniority requirement: Employees must complete a six-month probationary period to be eligible for flexible work arrangements.
 - c. ☐ Additional criteria: Employees must demonstrate satisfactory performance and the ability to manage their workload autonomously.
 - d. ☐ Maximum number of employees: A maximum of 25% of employees in the same department can have flexible schedules simultaneously.
 - e. ☐ Project-specific criteria: Flexible work arrangements may be restricted for projects requiring intensive collaboration or tight deadlines.
 - f. ☐ Eligibility review: Eligibility for flexible work may be periodically reassessed, especially with changes in position, responsibilities, or performance.
8. For the MVP, let's say we have enough clauses here. Add a field saying "what would you like to add in your policy?" then call a prompt to generate clauses for this and include it in the policy.
9. At the end, run a prompt "This is a remote work HR policy, are we missing something in this policy?" Return the observations from AI to the user.
10. Ask the logo and brand color of the company.
11. Create the word document of the policy. It should be ready to use without needing any modifications from the user.

Here's an example of a policy we began at first before switching to an AI model.



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