

FRD – Functional Requirements Document

Document Control

Version	Date	Author	Description
1.0	09-07-2025	JayaSuriya J	Initial draft for review
1.1	12-07-2025	Priya M	Updated after review

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1. Introduction

This Functional Requirements Document outlines the detailed features, functionalities, and behavior of the AI-Powered Mental Wellness Tracker application.

It is intended to serve as a reference for the development team, QA team, stakeholders, and product team during the design, development, and testing phases.

The FRD builds upon the business context defined in the BRD and translates user needs into detailed functional requirements.

2. Purpose

The purpose of this Functional Requirements Document (FRD) is to outline the detailed system functionalities required to implement the AI-Powered Mental Wellness Tracker for Employees.

This document translates the business requirements into specific functional behaviors, ensuring a clear understanding between business stakeholders and the development team.

It serves as a reference for:

- Product Managers and Business Analysts to validate the system meets business goals
- Designers and Developers to build the application in alignment with expectations
- QA/Testers to create test cases based on clearly defined functionalities

The FRD ensures all stakeholders are aligned on how the system should behave under various user roles (Employee, HR, Admin), and lays the groundwork for the development lifecycle.

3. Scope

This FRD covers the functional specifications required to design and implement the AI-Powered Mental Wellness Tracker for Employees. The system will support employees in logging their emotional wellness on a daily basis, provide wellness suggestions based on mood trends, and enable HR teams to monitor anonymous wellness insights.

In-Scope

The following functionalities are included in this release:

- Employee mood tracking using a smiley-based scale
- AI-based wellness tips based on logged mood patterns
- Daily check-in reminders and notifications
- HR dashboard for anonymized trend reports
- Department and time-based filtering of reports
- Admin portal to manage content and user roles
- Secure user authentication and role-based access

Out-of-Scope

The following are excluded from this release:

- Real-time chat with psychologists or mental health experts
- Integration with third-party wellness or meditation apps
- Native mobile application (only web-based interface)
- Direct mental health diagnosis or medical advice
- Multilingual or regional content customization

4. References

The following documents and tools were referenced in the preparation of this Functional Requirements Document:

- Business Requirements Document (BRD) – Mental Wellness Tracker for Employees
- Miro – Business Process Flow Diagrams
- SRS Document (to be developed post-FRD)
- Wireframes (to be developed and linked in Section 6)
- Organization's Security & Compliance Guidelines (if applicable)

All related project documents — including the BRD, FRD, process flows, wireframes, UAT, RTM, and other deliverables — are available in the following

GitHub repository:

[View full project repository here](#)

5. Functional Requirements

5.1 Employee Module – Daily Mood Tracking

This module enables employees to track their mental wellness daily by logging their mood through a simple interface and accessing personalized wellness suggestions.

FR1.1 – User Login

- The system shall allow employees to log in securely using their email and password.
- The login shall support basic role verification (Employee role only).

FR1.2 – Mood Check-in Interface

- The system shall display a mood logging screen with 5 emoji-based options (Very Happy, Happy, Neutral, Sad, Very Sad).
- The employee shall select one emoji to reflect their current mood.
- The system shall record the mood with a timestamp.

FR1.3 – Optional Notes

- The mood check-in screen shall include an optional text box for the employee to describe their feelings or reason behind their mood.
- Notes shall remain confidential and visible only to the employee.

FR1.4 – Wellness Tips Based on Mood

- Upon mood submission, the system shall display a wellness tip or motivational message tailored to the selected mood category.
- Tips shall be retrieved from a predefined database maintained by the Admin.

FR1.5 – Daily Reminder Notification

- The system shall send a daily notification (e.g., via email or web alert) reminding employees to log their mood.
- Reminder time can be pre-set by the system (e.g., 10:00 AM daily).

FR1.6 – Mood History View

- The system shall allow employees to view their own mood check-in history for the past 7/30 days in a simple chart or timeline.
- Only the employee can view their history; it is not shared with HR.

FR1.7 – Data Privacy & Anonymity

- The system shall not display or store employee names in analytics accessible by HR.
- All mood data shall be anonymized when aggregated for reports.

5.2 HR Module – Anonymous Reporting & Dashboard

This module allows HR users to view anonymized trends and patterns in employee wellness, helping them take timely action without breaching individual privacy.

FR2.1 – HR Dashboard Access

- The system shall allow HR users to securely log in using their credentials and view the dashboard.
- The HR role must be validated upon login.

FR2.2 – View Aggregated Mood Reports

- The system shall display mood reports aggregated by department, team, and time period (daily/weekly/monthly).
- Reports shall include charts and mood distribution summaries.

FR2.3 – Filter Reports by Criteria

- The dashboard shall include filters such as:
 - Department
 - Time range

- Location (if applicable)

FR2.4 – Identify Mood Drop Patterns

- The system shall highlight unusual mood drop patterns using color codes or alerts.
- Patterns shall be based on sudden increases in negative mood entries in a department.

FR2.5 – No Personal Data Visibility

- HR shall not be able to see individual employee names or notes.
- Reports must only show aggregated, anonymous data.

FR2.6 – Action Log

- HR shall be able to log actions taken in response to mood trends (e.g., wellness campaign, team check-in).
- Logs can be internal notes and will not be shared with employees.

5.3 Admin Module – Content & User Management

This module allows Admin users to manage system content (like wellness tips), employee/HR accounts, and global settings.

FR3.1 – Admin Login and Access

- The system shall allow Admin users to securely log in and access all administrative functions.
- Only verified Admins shall have access to this module.

FR3.2 – Add / Edit Wellness Tips

- Admin shall be able to add, edit, or delete wellness tips shown to employees after mood check-ins.
- Each tip shall be mapped to a mood category (e.g., "Sad", "Neutral").

FR3.3 – Manage Users

- Admin shall be able to create and assign roles for new users (Employee, HR).
- Admin shall be able to deactivate or reset passwords for existing users.

FR3.4 – Configure Reminders

- Admin shall be able to set the default time for daily mood check-in notifications.
- Admin shall be able to turn reminders on/off system-wide.

FR3.5 – View System Logs

- The system shall maintain logs of actions performed by Admin users.
- Admin can view logs for audit purposes.

6. User Interface Requirements


This section describes the user interface expectations and layout for the AI-Powered Mental Wellness Tracker. The UI should ensure clarity, simplicity, and ease of use across all user types—Employees, HR Managers, and Admins.

6.1 General UI Guidelines

- The interface must be simple, intuitive, and user-friendly, even for non-technical users.
- A calming color palette should be used to reflect the purpose of promoting mental wellness.
- The UI should be responsive and accessible across multiple devices (desktop, tablet, and mobile).
- All screens must include validation messages, tooltips (where necessary), and confirmation pop-ups.
- Navigation should be consistent across all modules with a clear menu and header structure.

6.2 Employee Module – UI Screens

Screen Name	Description
Login Page	Allows employees to securely log in using their credentials.
Dashboard	Displays the user's mood trend, latest assessment result, and quick links.
Assessment Page	Provides a guided questionnaire to assess mental wellness.
Results Page	Shows the result of the assessment with graphs and personalized suggestions.
Resources Page	Lists wellness articles, meditation audio, motivational videos, etc.
Profile Settings	Allows users to edit their profile, set preferences, and manage notifications.



Employee Login Portal

Email ID

Password

☐ Remember me

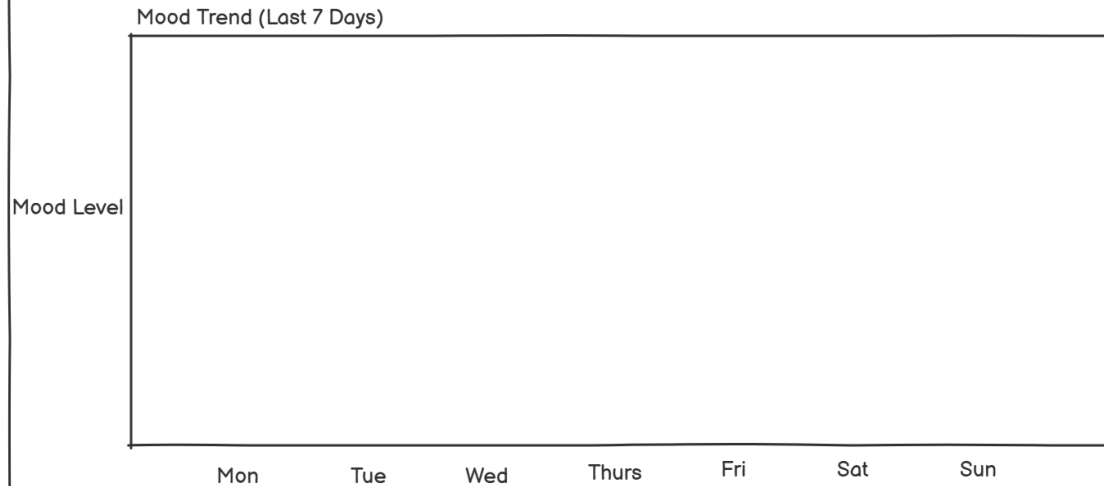
[Forget Password](#)

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👋 Hi, Suriya!

Current Mood: ● for stable ● for low ● for critical



Take Assessment

View Last Report

Access Resources

🔔 Notifications

Clear All

- You haven't taken an assessment in 7 days.
- Today is World Mental Health Day! Join our live session.
- Your mood score improved by 12% this week.

Assessment



"Please answer the following 5 questions to help us assess your current mental well-being."

Q1: How do you feel emotionally today?



Q2: How well did you sleep last night?

☐ Very Low ☐ Very High

Q3: How focused were you during work today?



Q4: How socially connected do you feel right now?

☐ Very Low ☐ Very High

Q5: Are you feeling anxious or stressed currently?



[Submit Assessment](#)

Your mood score has been recorded. Thank you!

Assessment Result



Your Mood Score: 82 / 100

"You're doing well! Keep maintaining a balanced routine."

What you can do next:

- ◆ Take a break today
- ◆ Practice mindfulness
- ◆ Explore mental wellness videos


[Retake Assessment](#)

[Back to Dashboard](#)

Mental Wellness Resources



Explore curated tools, tips, and content to support your well-being.

**5-Minute Meditation Techniques**
Quick guide to help you relax and focus during work.
[Watch](#)

**Work-Life Balance Tips**
Expert advice to help avoid burnout.
[Read More](#)

**Breathing Audio Session**
A 10-minute audio guide for daily calm.
[Listen](#)

Filter by Type

All ▾

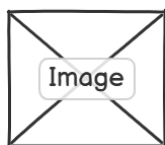
Meditation

Articles

Audio

[Back to Dashboard](#)

Employee Profile Settings

[Change Photo](#)

Full Name

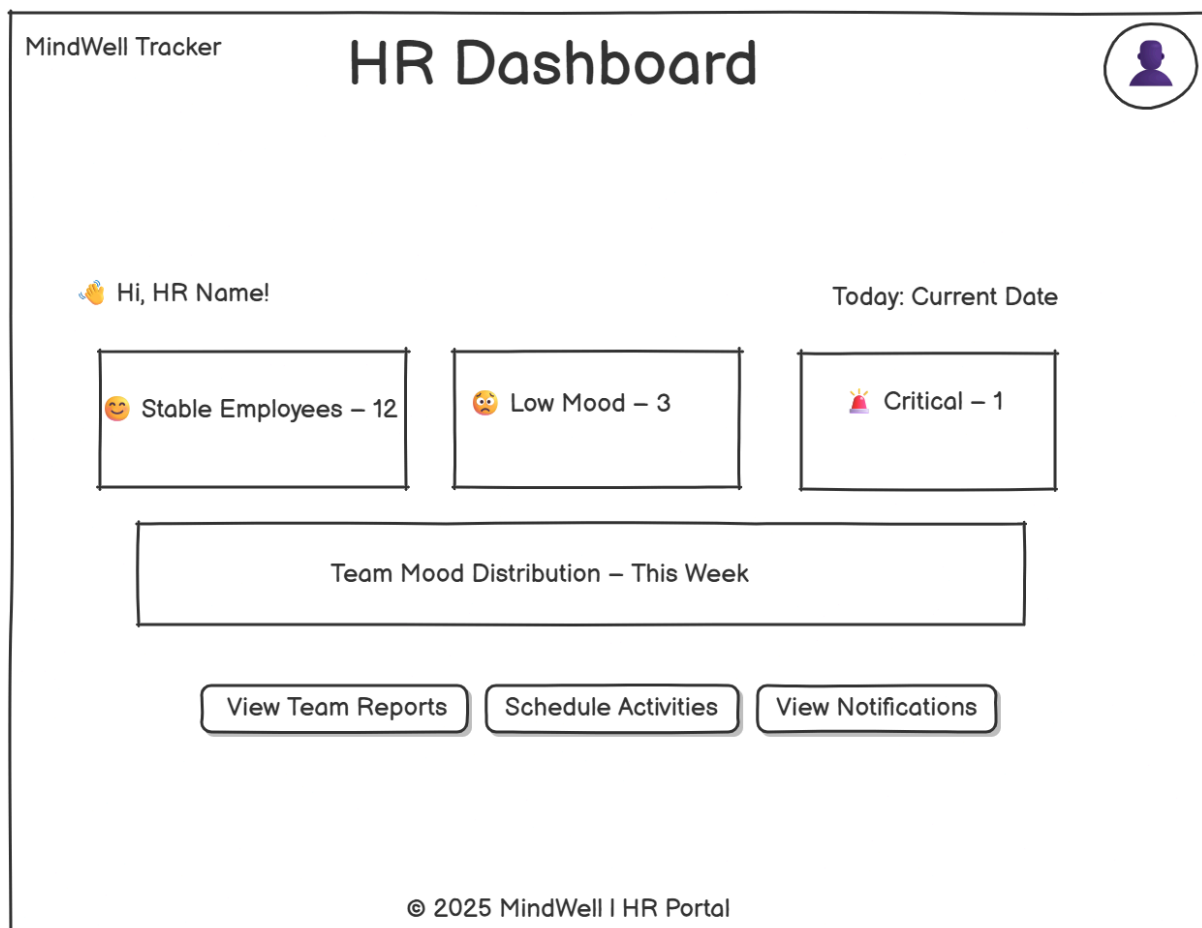
Email ID

Change Password

[Save Changes](#)[Cancel](#)

6.3 HR Module – UI Screens

Screen Name	Description
HR Dashboard	Summary of team wellness data, upcoming sessions, and alerts.
View Team Wellness Reports	Allows HR to view anonymized data for teams and monitor overall trends.
Schedule Activities	HR can create and assign wellness programs or activities for employees.
Notifications Page	Interface to send announcements or wellness reminders to employees.



Team Wellness Reports



Search Employee

Filter:

All

Stable
Low
Critical

Start Date:

End Date:

Employee Name	Mood Scor	Status	Last Assessment Date	Action
John Smith	85	Stable	July 9 2025	View Report
Priya Patel	52	Low	July 8 2025	View Report
Rahul Verma	40	Critical	July 10 2025	View Report

Back to Dashboard

Schedule Wellness Activities



Activity Title:

Activity Type:

Meditation

Webinar
Game
Break

Date:

Time:

Target Audience: ☐ All Employees ☐ Specific Team

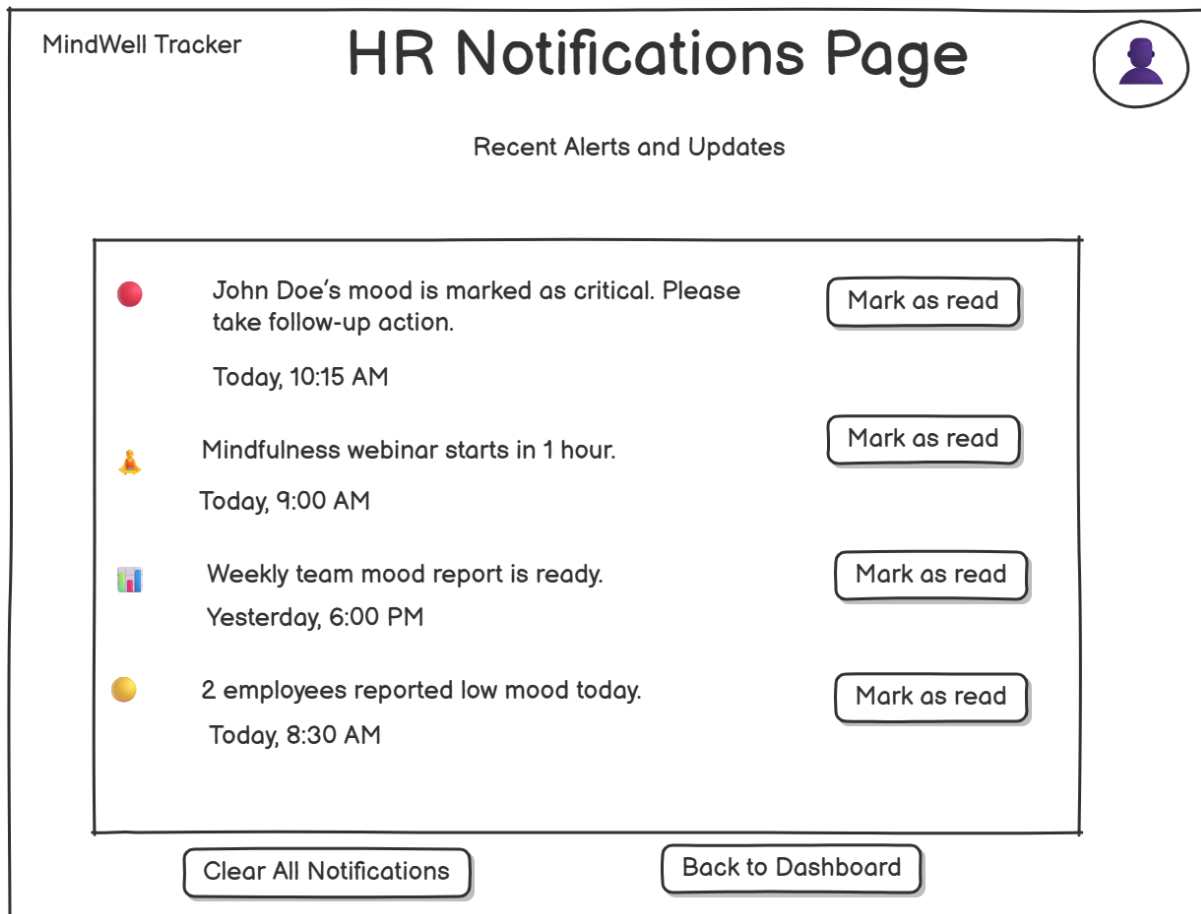
Description:

Schedule Activity

Back to Dashboard

Upcoming Activities:

- July 12: Team Yoga Session
- July 14: Mental Health Webinar



6.4 Admin Module – UI Screens

Screen Name	Description
Admin Dashboard	Overview of system usage, user count, and configuration settings.
User Management	Interface to create, update, or remove users from the system.
Content Management	Allows admin to upload/edit resources like articles, videos, and assessment forms.
System Settings	Manage system-wide preferences such as auto-reminders, access control, etc.

Admin Dashboard



Total Users : 250



Total Content :42



Reports : 76



System Status: All Ok

User Management

Content Management

System Settings

© 2025 MindWell Admin Panel | v1.0.0 | Last Updated: July 10, 2025

User Management



View and manage all platform users

Search & Filter Users

(Search by Name or Email)

Filter by Role:

All ▼

Employee

HR

Admin

Filter by Status:

All ▼

Active

Inactive

Name	Email	Role	Status	Action	
John Smith	john@x.com	Employee	Active	Edit	Deactivate
Priya R	priya@x.com	HR	Active	Edit	Deactivate
Alex Green	alex.green@x.com	Admin	Inactive	Edit	Deactivate

Add New User

Export Users

© 2025 MindWell Admin Panel

Content Management



Manage wellness articles, videos, and activities

Search by Title or Type

Filter by Type:

All ▼

Article

Video

Activity

Filter by Status:

All ▼

Active

Inactiv

Title	Type	Date Added	Status	Actions		
Mindfulness Basics	Article	Jul 5, 2025	Active	Edit	Deactivate	Delete
Yoga for Calm	Video	Jul 1, 2025	Active	Edit	Deactivate	Delete
Breathe & Focus	Activity	Jun 20, 2025	Inactive	Edit	Activate	Delete

Add New Content

Export List

© 2025 MindWell Admin Panel | v1.0.0

System Settings



Configure platform-wide preferences and features

Notification Settings

☐ Enable system notifications

☐ Send weekly reports to HR

Notification frequency:

Daily ▾

Weekly

Monthly

User Roles

Default role for new users:

Employee ▾

HR

Manage Roles

General Preferences

☐ Enable Dark Mode

Default Language:

English ▾

Hindi

Tamil

Data Backup

Download Backup

Restore from Backup

Last backup: July 8, 2025

Save Settings

Cancel

6.5 UI Behavior & Feedback Mechanisms

- All buttons must provide feedback such as hover effects and success/error messages after actions.
- Form fields should include proper input validation and helpful error messages.
- A progress bar should appear on multi-step screens (like assessments).
- After 10 minutes of inactivity, the system should automatically log the user out and redirect to the login page.

7. Business Rules

The following business rules govern how the Mental Wellness Tracker application functions across different user roles and modules. These rules ensure consistency, compliance, and expected behavior throughout the system.

Employee Module

1. Employees can submit only one assessment per day.
2. Mood ratings must be selected for all required questions before submitting an assessment.
3. Once submitted, assessment entries cannot be edited or deleted by the employee.
4. Employees can only view their own assessment history and results.
5. Access to wellness resources is available only after completing the first assessment.

HR Module

1. HR users can view only the wellness reports of employees assigned to their department or team.
2. HR users cannot modify or delete assessment data submitted by employees.

3. HR can schedule wellness activities for their department only.
4. Notifications sent by HR will only be visible to the employees they manage.
5. HR can access anonymized team wellness trends but cannot view individual scores or identities unless allowed by Admin.

Admin Module

1. Admin users have full access to manage user accounts, including creating, updating, and deactivating accounts.
2. Admin is the only role authorized to upload or modify wellness resources (e.g., articles, videos, activities).
3. System settings like notification preferences, role configurations, and language preferences can only be changed by the Admin.
4. Admin can view system-wide usage reports and data summaries across all departments.
5. All user actions (e.g., login, assessment submission, updates) are logged and accessible by Admin for audit purposes.

General System Rules

1. All users must log in with valid credentials to access the platform.
2. Inactive users (deactivated by Admin) cannot log in until reactivated.
3. Passwords must follow the platform's security policy (minimum 8 characters, including a number and symbol).
4. Assessment responses are stored securely and cannot be altered after submission.
5. The platform automatically logs users out after 15 minutes of inactivity.

8. Data Requirements

This section outlines the key data elements captured, stored, and used by the system across various modules. It includes field names, types, validations, and relationships that are necessary for the system to function properly.

8.1 Employee Profile Data

Field Name	Data Type	Required	Description
Employee ID	String	Yes	Unique identifier for each employee
Full Name	String	Yes	Employee's full name
Email Address	Email	Yes	Used for login and notifications
Department	String	Yes	Department assigned to the employee
Role	String	Yes	Employee / HR / Admin
Status	String	Yes	Active / Inactive
Date Joined	Date	Yes	Employee account creation date

8.2 Assessment Data

Field Name	Data Type	Required	Description
Assessment ID	String	Yes	Unique identifier for each submission
Employee ID	String	Yes	Links to the employee who submitted it
Date of Submission	Date	Yes	Date and time of assessment
Mood Score (1-5)	Integer	Yes	Daily mood rating selected by employee
Stress Level (1-5)	Integer	Yes	Stress rating
Notes	Text (Optional)	No	Optional description or feedback

8.3 Content Library Data

Field Name	Data Type	Required	Description
Content ID	String	Yes	Unique ID for each piece of content
Title	String	Yes	Title of article/video/activity
Content Type	String	Yes	Article / Video / Activity
Uploaded By	String	Yes	Admin who uploaded the content
Date Uploaded	Date	Yes	Upload date
Status	String	Yes	Active / Inactive

8.4 Activity Scheduling Data

Field Name	Data Type	Required	Description
Activity ID	String	Yes	Unique ID for each scheduled event
Title	String	Yes	Name of the wellness activity
Scheduled By	String	Yes	HR user who scheduled the activity
Department	String	Yes	Target department
Date & Time	DateTime	Yes	When the activity is scheduled
Description	Text	Optional	Summary of the event

8.5 Notifications Data

Field Name	Data Type	Required	Description
Notification ID	String	Yes	Unique identifier
Sent By	String	Yes	User who created/sent the notification
Sent To	String/List	Yes	Employee(s) or department(s)
Message Content	Text	Yes	Notification message
Date Sent	Date & Time	Yes	Timestamp of when the notification was sent

9. Non-Functional Requirements

The non-functional requirements define the quality attributes of the Mental Wellness Tracker system, including performance, security, availability, and usability.

9.1 Performance Requirements

- The system should respond to user actions within 2 seconds under normal load conditions.
- The application must support up to 500 concurrent users without noticeable performance degradation.

- Assessment data submissions should be saved within 3 seconds of clicking submit.

9.2 Availability

- The system must be available 99.5% of the time during business hours (9 AM to 9 PM IST).
- Scheduled maintenance must be announced at least 24 hours in advance and done during non-peak hours.

9.3 Security

- User authentication is mandatory for accessing the platform.
- Passwords must be stored in an encrypted format.
- Role-based access control must be enforced:
 - Employees: Own data only
 - HR: Only team-level data
 - Admin: Full access
- System must log all critical actions like logins, content uploads, and setting changes.

9.4 Scalability

- The platform should be designed to scale as new departments or locations are added.
- It should be able to grow to support 1000+ users without requiring a full redesign.

9.5 Usability

- The user interface should be clean, intuitive, and accessible to users with basic digital literacy.
- Users should be able to complete assessments in less than 2 minutes.
- Help text or tooltips should be available wherever needed.

9.6 Compatibility

- The platform should be accessible on modern web browsers (Chrome, Edge, Firefox, Safari).
- The system should be responsive and mobile-friendly for tablets and smartphones.

9.7 Backup & Recovery

- The system should perform daily backups of all user and assessment data.
- Admin users should be able to download or restore backups from the admin panel.
- Recovery from a system failure must be possible within 2 hours.

10. Assumptions & Constraints

10.1 Assumptions

1. All users will have access to stable internet while using the system, as it is a web-based application.
2. Employees, HR, and Admins will be trained or provided with onboarding material before they begin using the platform.
3. The organization will maintain accurate and up-to-date user information, such as email IDs, departments, and roles.
4. HR and Admin users will monitor usage regularly and provide necessary support or escalations when needed.
5. Assessment content (questions, mood scales) will not change frequently and will be defined during the initial setup.
6. Notifications and scheduled activities are expected to be reviewed and updated by HR/Admin on a regular basis.
7. Users will log in using valid credentials assigned at the time of registration or account creation.
8. Data privacy policies and ethical use of employee health insights will be governed by the organization's HR policies.

10.2 Constraints

1. The application must run on web browsers only; there is no native mobile app planned for the first release.
2. The system will only support English language in version 1.0 (multilingual support may be added later).
3. The platform must comply with basic data protection regulations (e.g., not storing raw passwords, encrypting health data).
4. There is a limit of one assessment submission per employee per day.
5. Analytics and mood trends will be team-level only — no AI-based personal recommendations in version 1.0.
6. Any feature outside the defined scope (e.g., real-time chat, external therapist integration) is not part of the current release.

11. Appendix: Approval & Sign-Off

This section confirms that all key stakeholders have reviewed and approved the Functional Requirements Document (FRD). Once signed, the project team can proceed with development and testing based on the requirements outlined.

Approvals

Name	Role	Signature	Date
Suriya J	Business Analyst	_____	10-07-2025
Ravi R	Project Manager	_____	10-07-2025
Senthil M	Product Owner / HR Head	_____	10-07-2025
Murugan	Technical Lead	_____	10-07-2025