

BRD – Business Requirements Document

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1. Project Overview

In recent years, many employees have faced stress, anxiety, and mental fatigue due to work pressure, remote environments, and lack of personal support. Organizations often struggle to identify these issues early, which affects employee performance, engagement, and retention.

This project proposes a simple and practical solution: a mental wellness tracking application for employees. The tool allows employees to record how they feel each day, access helpful tips, and receive support when needed. It also helps HR and management understand overall team wellness through anonymous insights, without invading privacy.

The goal is to support employee mental health in a respectful and non-intrusive way using regular check-ins and helpful content.

2. Business Objective

The main objective of this project is to improve employee well-being and reduce workplace stress through a simple digital solution.

By allowing employees to track their daily mood and access mental wellness tips, the system helps companies understand how their teams are feeling and take supportive action when needed.

The application also helps HR and management identify early warning signs of burnout or disengagement — enabling better communication, improved morale, and stronger retention.

Overall, the goal is to create a healthier, more supportive workplace culture while maintaining privacy and trust.

3. Problem Statement

Many employees experience stress, burnout, or low motivation at work, but these issues often go unnoticed until they affect performance or lead to resignation.

Most organizations do not have an easy way to monitor employee mental well-being on a regular basis. While HR teams may try to support employees, they often lack data or tools to identify who may need help and when.

There is also a lack of open communication due to fear of judgment, making it harder for employees to speak up about mental health challenges.

Without a structured system in place, companies risk lower productivity, poor morale, and higher employee turnover.

4. Stakeholders

The following stakeholders are involved in the development, usage, and maintenance of the mental wellness tracking application.

| Stakeholder Role | Description |
|----------------------------------|--|
| Employee (User) | Uses the app to log daily mood and access wellness resources. |
| HR Manager | Monitors anonymized employee wellness data and provides support when needed. |
| Team Manager | Uses summary reports to understand team well-being and take preventive action. |
| Admin (System Owner) | Manages user accounts, system settings, and permissions. |
| Product Owner / Business Analyst | Gathers requirements, defines features, and ensures the solution meets business needs. |
| Developer / Technical Team | Builds and maintains the application based on requirements. |

5. In-Scope / Out-of-Scope

This section outlines the features and areas that are included in the current phase of the project, and what is intentionally excluded.

| | |
|----------|--------------|
| In-Scope | Out-of-Scope |
|----------|--------------|

| | |
|---|---|
| Employees can log daily mood entries. | Integration with external mental health apps (e.g., Headspace, Calm). |
| AI suggestions based on mood patterns. | Real-time chat with therapists or mental health professionals. |
| HR dashboard with anonymous wellness reports. | Direct medical diagnosis or treatment advice. |
| Reminders or nudges for daily check-ins. | Mobile app version (only web app for this phase). |
| Admin controls to manage users and content. | Multi-language support. |

6. Business Requirements

The following are the key business needs that the system must fulfill in order to meet the goals of the organization and support employee well-being.

- Employees should be able to easily log their mood on a daily basis using a simple scale.
- The system should provide wellness tips or suggestions based on mood patterns.
- HR should have access to anonymous trend reports to monitor overall employee well-being.
- Notifications or reminders should be sent to encourage regular mood check-ins.
- The platform should protect employee privacy and avoid collecting sensitive personal data.
- Admin users should be able to manage employee accounts and update wellness content.
- The system should be accessible from desktop and mobile browsers.
- The design should be simple and user-friendly for non-technical users.

7. Assumptions & Constraints

This section outlines the assumptions made while planning this project and the constraints that may impact development or delivery.

| Assumptions | Constraints |
|--|---|
| Employees will have internet access during work hours. | Limited time for HR to respond to employee wellness trends. |
| Users will access the platform using modern browsers. | No external APIs will be used for mental health suggestions in Phase 1. |
| Employees will be willing to log their mood honestly. | All wellness content must be reviewed and approved by HR. |
| The organization supports the initiative to improve mental health. | System must comply with internal data privacy policies. |
| Only web version is planned in this phase. | Budget and resources are fixed for initial MVP build. |

8. Requirements Overview

This section outlines both the functional and non-functional requirements that the system should fulfill to meet the business objectives and deliver a valuable user experience.

8.1 Functional Requirements

- Employees should be able to log their daily mood using a simple mood scale (e.g., 1 to 5).
- Users should receive wellness tips or self-care suggestions based on mood patterns.
- The system should allow users to view their mood history in a visual format (e.g., calendar or trend chart).
- HR should have access to aggregated, anonymous wellness data through a dashboard.
- Daily reminders or nudges should be sent to users who haven't completed their check-in.
- Admin users should be able to add, edit, or remove wellness content from the backend.
- Access to the system should be restricted to authorized users via login credentials.

- The platform should support role-based access (e.g., Employee, HR, Admin).

8.2 Non-Functional Requirements

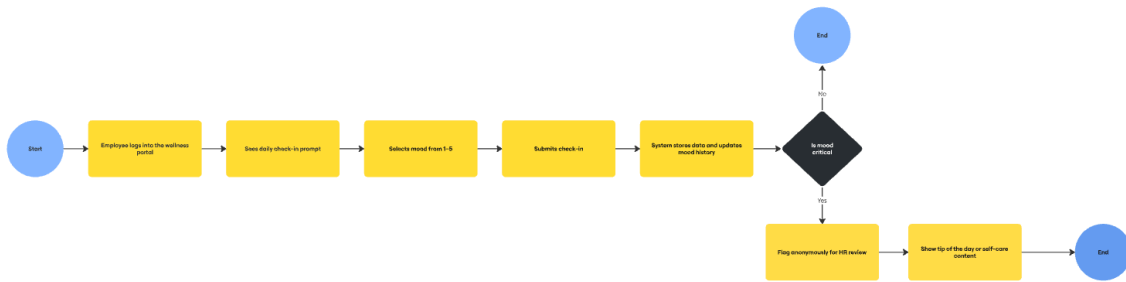
- The system should be accessible via modern web browsers across desktop and mobile devices.
- Page load time should not exceed 3 seconds under normal usage conditions.
- All user data must be stored securely and comply with internal privacy standards.
- The platform should be user-friendly and intuitive, requiring minimal training.
- The system should ensure high availability (uptime of at least 99% during working hours).
- The application should be scalable to support future expansion across departments or branches.
- Any personal data collected must be anonymized before being presented in reports.

9. Business Process Flow

The application supports three primary user roles: Employee, HR, and Admin. Each role interacts with the system through its own workflow. The following process flows describe their interactions in detail.

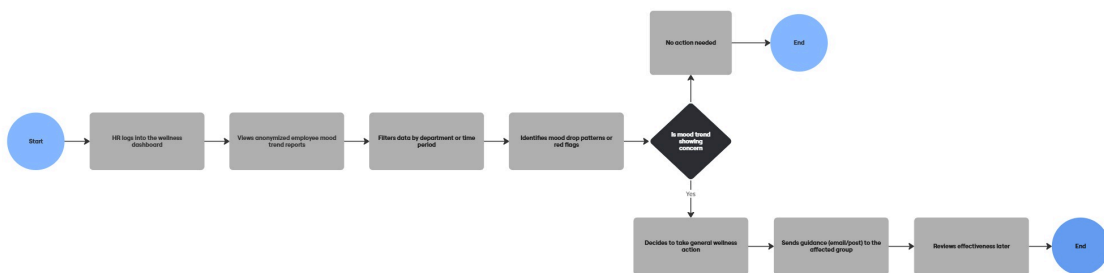
9.1 Employee Flow

The employee logs into the wellness portal, completes a daily mood check-in, and optionally receives wellness content based on the mood. If the mood is critical, the system flags it anonymously for HR review.



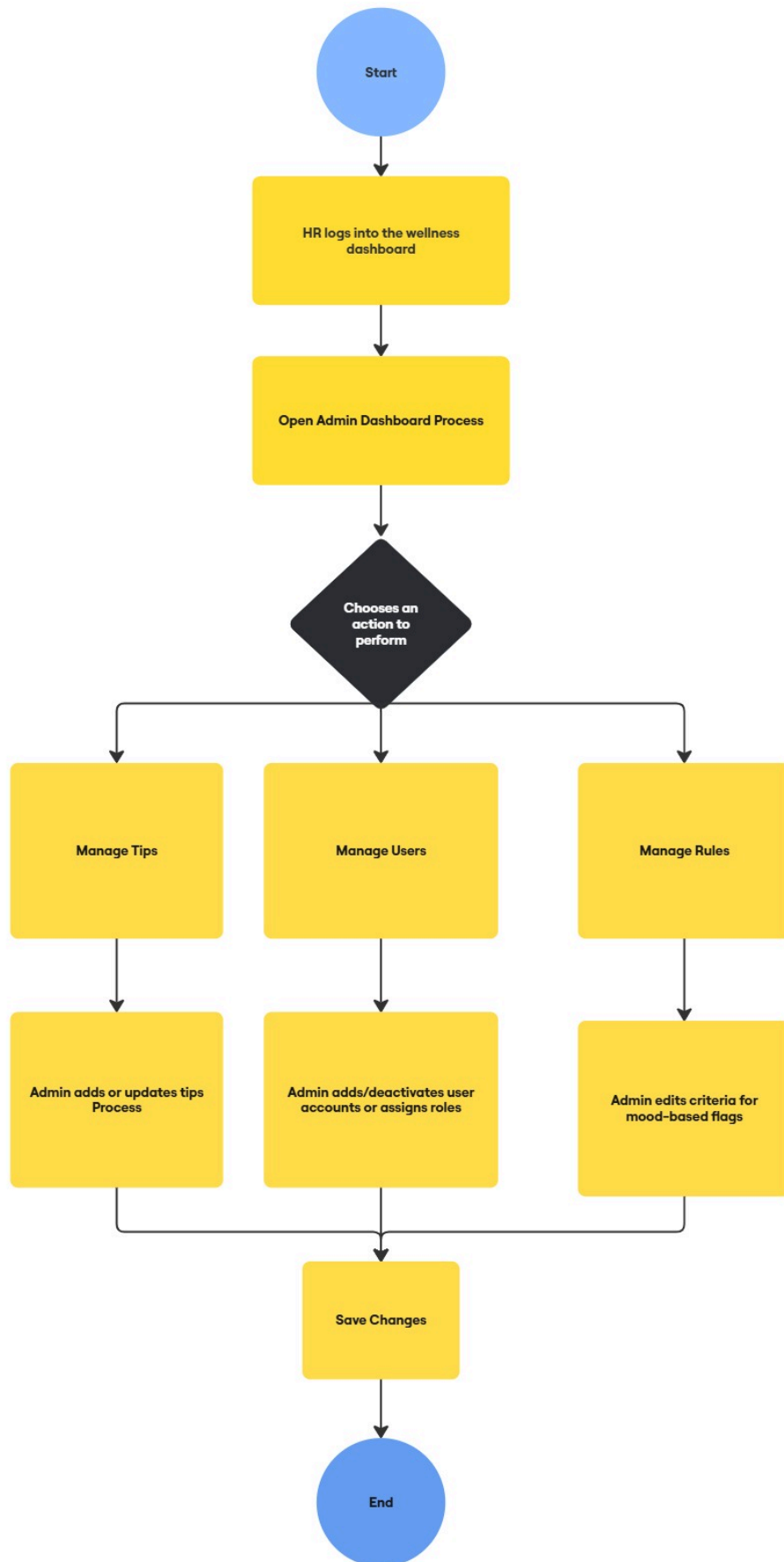
9.2 HR Flow

The HR manager accesses an anonymized dashboard, filters wellness data, and reviews trends. If any department or team shows a drop in wellness, HR may take action such as sending tips or wellness reminders.



9.3 Admin Flow

The admin manages backend system configurations. This includes updating wellness tips, managing user roles, and defining the rules for mood-based flags. All changes are saved into the system after validation.



10. Success Criteria

The following criteria define the success of the AI-Powered Mental Wellness Tracker implementation. These are measurable outcomes aligned with business goals.

- **Daily Check-in Participation**

At least 60% of employees should regularly complete daily mood check-ins within the first 2 months of launch.

- **Privacy Compliance**

All user data must be handled anonymously and comply with internal data protection standards. No identifiable mental health data should be visible to managers or HR.

- **Dashboard Adoption by HR**

HR managers should actively use the dashboard at least once per week to monitor wellness trends.

- **System Stability**

The platform should maintain 99.5% uptime over the first 3 months post-launch.

- **Wellness Tip Engagement**

At least 40% of users should interact with wellness tips or content within the app weekly.

- **Feedback & Improvement Loop**

A post-launch feedback survey should indicate at least 70% user satisfaction regarding the tool's usefulness and ease of use.

- **Deployment & Support Readiness**

System must be fully deployed with support documentation, admin onboarding, and user training within 6 weeks of development completion.

11. Glossary of Terms

| Term | Definition |
|-----------------|---|
| BRD | Business Requirements Document – outlines the high-level business needs for the project. |
| HR | Human Resources – department responsible for managing employee wellness and support. |
| Mood Score | A simple rating (1–5) entered by employees to express their emotional state. |
| Flag | A system-generated alert when a critical mood score is detected. |
| Anonymized Data | Data collected and shown without linking it to individual users. |
| Wellness Tip | A short piece of advice or motivational content shown to users to support mental health. |
| Admin | The system user responsible for managing backend content, roles, and configurations. |
| UAT | User Acceptance Testing – phase to validate the system meets business needs before go-live. |
| NFR | Non-Functional Requirements – system qualities like performance, security, and usability. |

12. Appendix: Approval & Sign-Off

The following stakeholders have reviewed and approved this Business Requirements Document for the AI-Powered Mental Wellness Tracker project.

| Name | Role | Signature | Date |
|----------------|------------------|-----------|--------------|
| Jayasuriya J | Business Analyst | _____ | 09-July-2025 |
| Nandha Kumar R | HR Manager | _____ | 09-July-2025 |
| Sakthi Vel M | Product Owner | _____ | 09-July-2025 |
| Dhanush R | Developer Lead | _____ | 09-July-2025 |