Project Title: Employee Wellness & Productivity Tracker

Phase 1: Problem Understanding & Industry Analysis

PROBLEM STATEMENT :

In today's dynamic work environment, organizations face the dual challenge of maintaining employee wellness while ensuring high productivity. Common issues include:

- Limited visibility into employee well-being and engagement levels.
- Difficulty correlating wellness initiatives with productivity metrics.
- Rising cases of burnout, absenteeism, and decreased job satisfaction.
- Manual tracking processes that are time-consuming and prone to errors.

PROPOSED SOLUTION :

The **Employee Wellness & Productivity Tracker** is designed as a unified platform to address these challenges. It enables organizations to monitor, analyze, and optimize both employee wellness and productivity in a **holistic and actionable manner**. Key features include:

- **Employee Wellness Monitoring:** Track stress levels, engagement scores, attendance, health check-ins, and participation in wellness programs.
- **Productivity Tracking:** Monitor task completion rates, project progress, key performance indicators (KPIs), and overall performance ratings.
- **Actionable Insights:** Generate dashboards, reports, and automated alerts to highlight trends, identify risks, and recommend interventions.
- **System Integration:** Seamlessly connect with existing HR systems, project management tools, and communication platforms to maintain **real-time data consistency**

REQUIREMENT GATHERING :

Requirement gathering forms the foundation for solution design. It ensures that the system meets both **functional and non-functional needs** of stakeholders.

- **Functional Requirements:** Define system features such as dashboards, reporting mechanisms, alert systems, data entry processes, and integrations with HR or productivity tools.
- **Non-functional Requirements:** Address scalability, security, system performance, usability, and compliance with organizational policies.
- **Stakeholder Engagement:** Conduct surveys, interviews, and workshops with HR, management, team leads, and employees to capture **detailed expectations**.
- **Documentation:** Organize requirements clearly to guide the design, development, and testing phases, ensuring alignment with organizational goals.

STAKEHOLDER ANALYSIS :

Effective stakeholder management ensures adoption and success of the solution. Key stakeholders include:

- HR Managers: Focus on employee well-being, compliance, and reporting.
- Team Leads and Supervisors: Track team productivity, provide support, and identify potential burnout.
- Employees: Engage with wellness programs and provide feedback on system usability.
- Senior Management: Use insights to align wellness and productivity initiatives with business goals.

For each stakeholder, their needs, influence, and communication channels must be documented. A stakeholder matrix can help visualize interest versus influence and prioritize engagement strategies.

BUSINESS PROCESS MAPPING :

Understanding current processes is crucial to identify inefficiencies and design improvements.

- **Process Mapping:** Document existing workflows for wellness initiatives, performance evaluations, and reporting.
- **Pain Point Analysis:** Identify manual steps, redundant tasks, and bottlenecks.
- **Visualization Tools:** Use flowcharts or diagrams to clearly depict processes, enabling easier identification of automation opportunities and system integration points.
- **Process Optimization:** Recommend streamlined processes to reduce effort, improve accuracy, and enhance responsiveness.

INDUSTRY - SPECIFIC USE CASE ANALYSIS :

Benchmarking industry practices provides insights to design a **best-in-class solution**.

- **Wellness Programs:** Evaluate initiatives like fitness challenges, mental health support, or flexible work arrangements from leading organizations.
- **Productivity Tracking:** Examine project management and performance monitoring tools that enable **data-driven decision-making**.
- **Employee Engagement Surveys:** Understand feedback collection methods and engagement metrics commonly used in corporate environments.
- **Insights for Design:** Integrate **industry best practices** into the platform to ensure relevance, usability, and impact.

APPEXCHANGE EXPLORATION :

Researching existing Salesforce solutions ensures that the platform fills functional gaps and leverages proven tools.

- **Market Research:** Identify wellness and productivity applications available on **Salesforce AppExchange**.
- **Feature Comparison:** Evaluate features, usability, integration options, and user feedback.
- **Gap Analysis:** Highlight limitations in current offerings and identify areas where the proposed solution provides **unique value**.
- **Strategic Recommendations:** Use insights to guide platform design, ensuring it meets organizational needs better than existing solutions