
Phase 1: Problem Understanding & Industry Analysis

Goals:

- Understand current onboarding challenges in organizations
- Analyze industry best practices and competitor solutions
- Document project scope, goals, and success metrics

— Research Onboarding Challenges

- Identify common issues employees face during onboarding
- Collect information on delayed access, incomplete documentation, poor communication, and training gaps

— Analyze Industry Best Practices

- Study onboarding practices of leading companies
 - Note strategies like automated task tracking, role-based access, mentorship programs, and digital document handling
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— Competitor Solutions

- Review competitor tools for onboarding management
 - Compare features, usability, and workflow efficiency
 - Identify gaps or opportunities for improvement
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— Define Project Scope

- Clearly outline the project goals:
 - Streamline onboarding tasks
 - Centralize employee data, documents, and task tracking
 - Enable role-based access for HR, Manager, and Employee
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— Define Success Metrics

- Time to complete onboarding
 - Employee satisfaction with onboarding process
 - Accuracy and completeness of onboarding documentation
 - System usability and role-based access efficiency
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Deliverables

- Research notes on onboarding challenges
- Industry best practices summary

- Competitor analysis table
 - Documented project scope, goals, and success metrics
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