

Statement of Work(Employee WellBeing Monitoring Platform)

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Introduction

Objective:

- Design and implement a web-based Employee Well-being Monitoring Platform to measure and improve employee well-being.
- Provide HR with real-time, actionable insights into employee morale, productivity, and mental well-being through data collection, analysis, and reporting.

Target Users:

- **Primary Users:** Employees (provide well-being feedback)
- **Secondary Users:** HR Teams (use feedback to tailor well-being initiatives)
- **Other Users:** Managers (access data to foster supportive work environments)

Key Features:

- Anonymous survey feedback
- Sentiment analysis of employee responses
- Resource portal for employee well-being resources
- Dashboard for HR insights and reporting

Scope

Scope Definition:

- Develop a digital platform for collecting, analyzing, and reporting on employee well-being data.
- Key functionalities include anonymous surveys, data visualization, HR dashboards, and personalized recommendations.

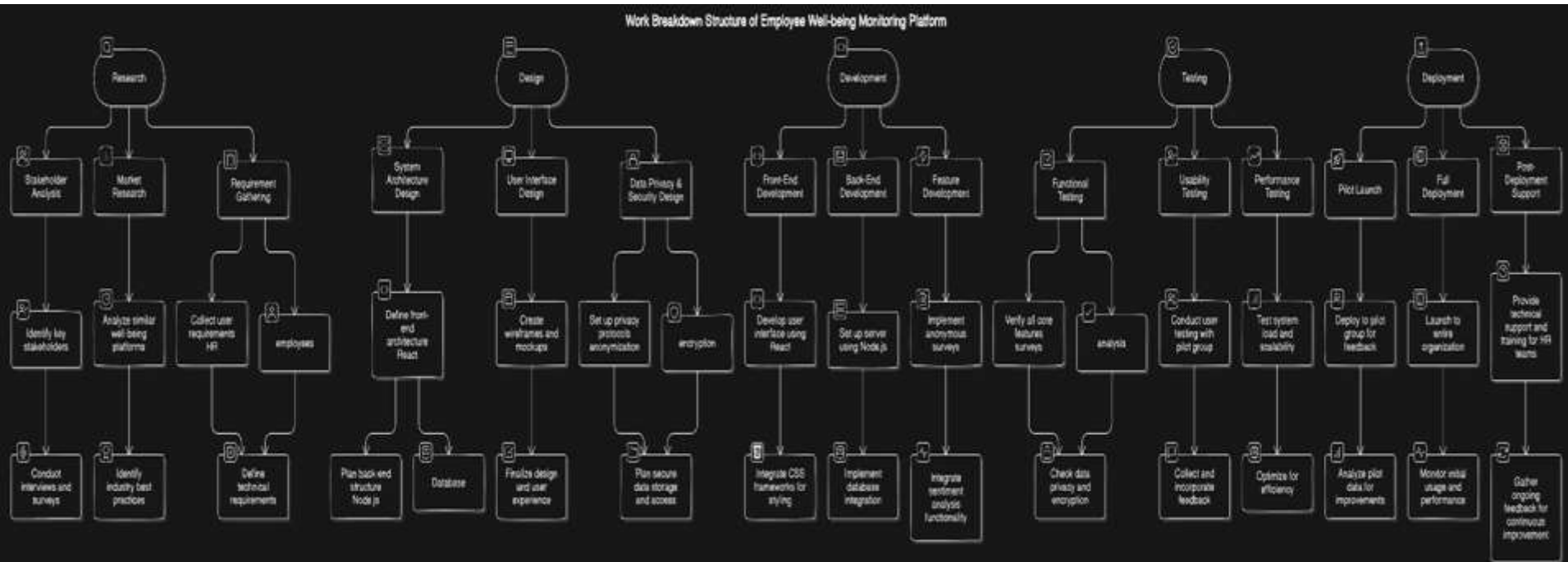
Inclusions:

- Employee feedback collection, sentiment analysis, real-time data analysis, and secure data storage.

Exclusions:

- External mental health consultations, offline data collection, non-related productivity monitoring tools.

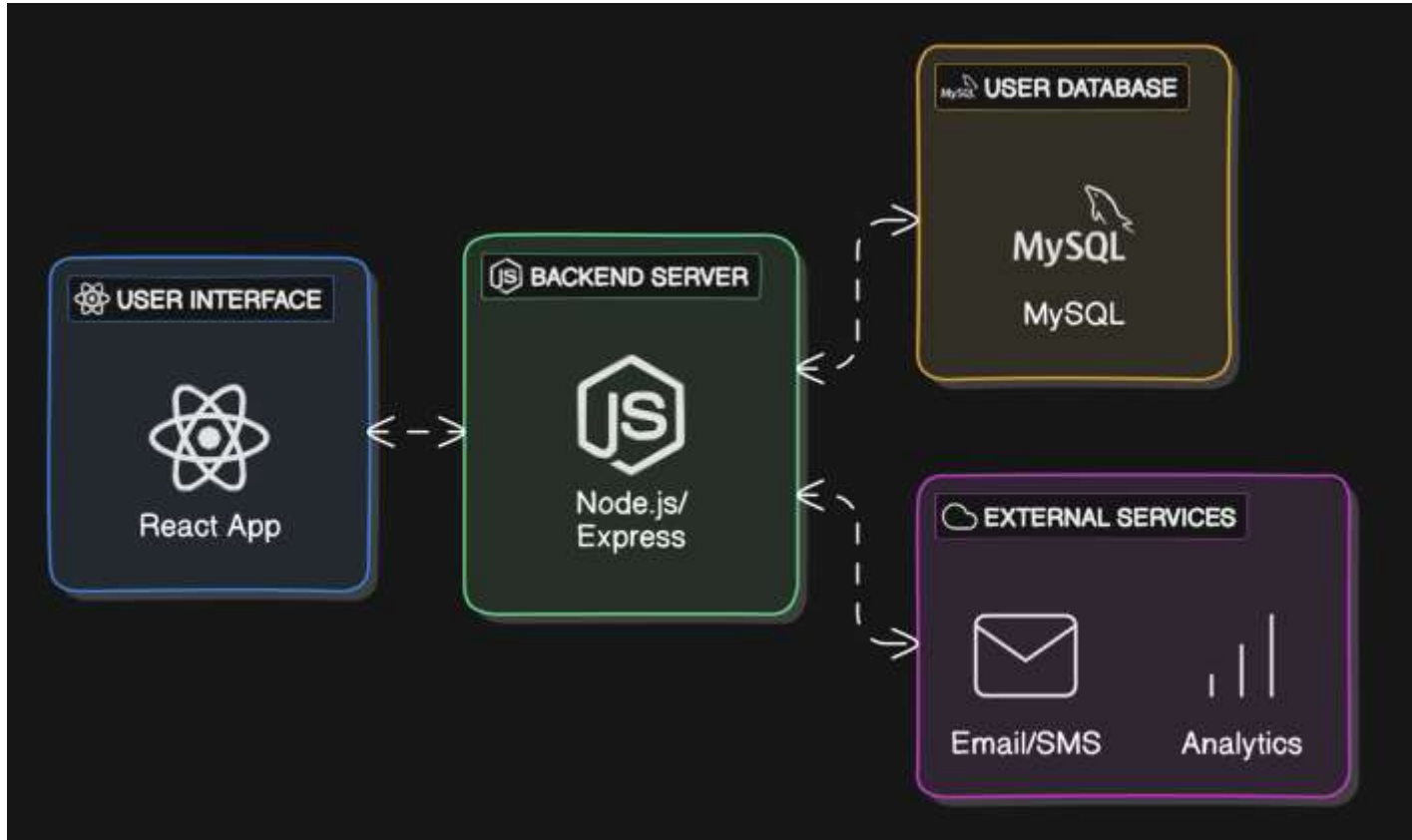
Work Breakdown Structure



Milestones

- **Key Project Milestones:**
 - **Project Kick-Off:** Approval and initiation of the project.
 - **Requirements Gathering Completion:** Finalized list of requirements from stakeholders.
 - **Design Finalization:** Completed UI/UX and platform architecture designs.
 - **Development Milestones:** Completion of frontend, backend, and sentiment analysis modules.
 - **Testing Completion:** Successful completion of all testing phases, including UAT.
 - **Deployment:** Full system rollout and handover to HR teams.

System Design / Architecture



System Requirements

Frontend: React.js for interactive user interfaces

Backend: Node.js for handling server-side data processing

Database: MySQL or MongoDB for efficient data management

Sentiment Analysis: Python for running machine learning models

Deliverables

- **Survey Questionnaire Design:** Formulation of unbiased questions
- **Data Collection:** Gathering employee responses
- **Frontend Development:** Design of user-friendly dashboards
- **Backend Development:** API creation, data processing, integration of sentiment analysis
- **Database Setup:** Secure data storage with employee anonymity
- **System Deployment:** Complete rollout and user onboarding

User Requirements

Functional Requirements:

- Anonymous feedback mechanism
- Real-time data processing and sentiment analysis
- Dashboard with data visualizations for HR
- Authentication and user preferences

Non-Functional Requirements:

- System reliability, data security, scalability, and easy-to-use interface.

Inputs and Outputs

Inputs:

- Employee survey responses, HR feedback on system use

Outputs:

- Real-time insights and feedback reports
- Sentiment analysis data visualizations
- Usage reports and HR dashboard metrics

Schedule and Delivery Plan

Schedule:

- **Research Phase:** 2-3 weeks
- **Design Phase:** 2 weeks
- **Development Phase:** 5-6 weeks
- **Testing Phase:** 3 weeks
- **Deployment:** 2 weeks

Delivery Plan:

- **Pilot Deployment:** Small group testing
- **Full Deployment:** After feedback incorporation, full rollout across the organization

Testing and Test Cases

Testing Phases:

- **Unit Testing:** Verifying each individual function works as expected.
- **Integration Testing:** Ensuring the frontend and backend work together seamlessly.
- **User Acceptance Testing (UAT):** Testing with a group of HR professionals and employees to gather feedback.

Key Test Cases:

- Survey submission accuracy, sentiment analysis model accuracy, HR report generation, and data security checks.