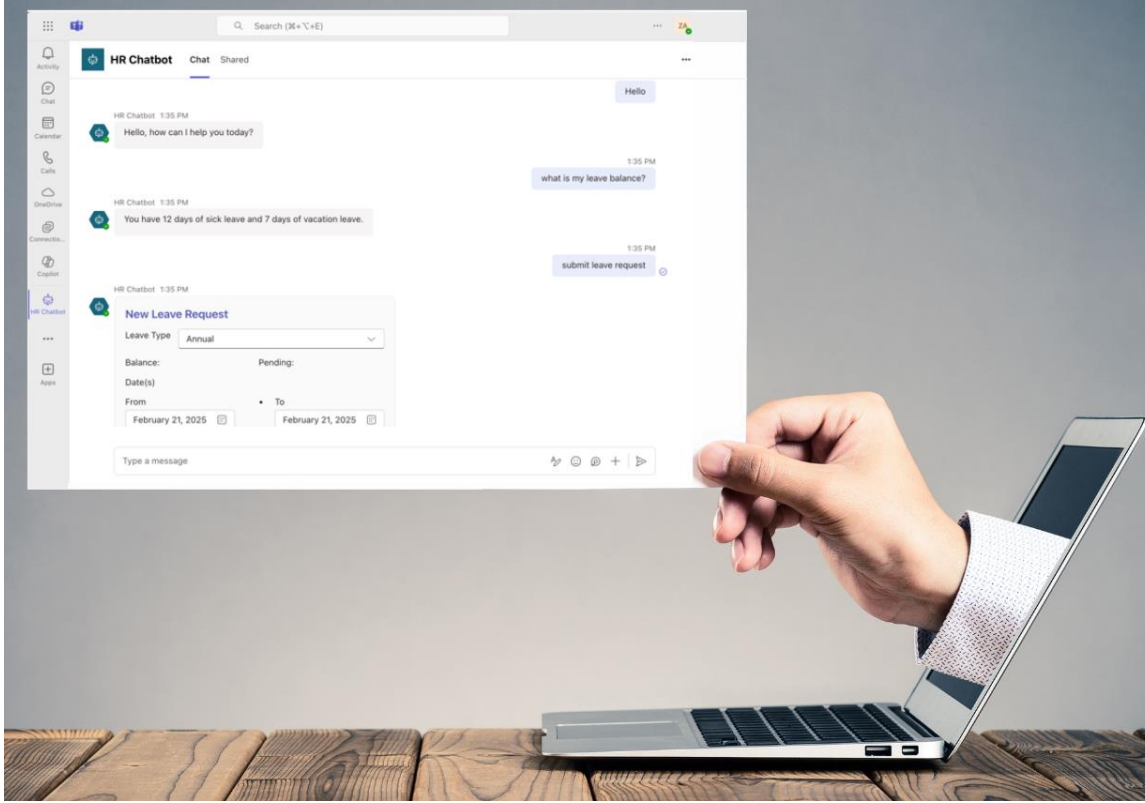**Engagement**
15 Days

Target Audience
Human Resource

Empower Employees with AI-Powered HR Assistance

The HR Agent acts as a virtual HR assistant, enabling employees to access information, perform self-service tasks, and get instant answers to HR-related queries—all in one place.

Key Capabilities:

- **Navigate HR Policies & Procedures** – Instantly access company policies, guidelines, and employee handbooks.

- **Retrieve HR Data** – Check leave balances, benefits, payroll details, and other personal HR records.

- **Create Requests** – Submit time-off requests, update personal details, and manage HR-related approvals.

- **Report Incidents** – Quickly notify HR about emergencies, workplace incidents, or compliance concerns.

Scope and Phases
Detailed scope of work to be provided and refined upon engagement

Assessment
(Week 1)

- Requirements Gathering
- Understanding current workflow relating to use case of agent
- Determine knowledge source
- Determine workflow automation needed
- Understand end user behavior

Development
(Week 2)

- Environment configuration
- Populating and authoring of agent topics
- Develop related Power Automate workflow
- Configure monitoring dashboard
- User Testing

Deployment
(Week 3)

- Deploy agent in channels
- Sharing adoption & change management materials
- Documentation & Knowledge Transfer