



Suhas Bhairav

AI Workforce Planning Workbook

**A practical guide for HR to plan AI-enabled
workforce changes**

Helps HR teams analyze demand, gaps, workload,
and automation opportunities with actionable steps.

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suhasbhairav.com

HR AI Readiness

This workbook helps HR leaders translate strategy into executable steps for AI-enabled transformation. It defines data needs, governance, and ownership to move quickly yet safely.

Key move Start small: pick a single HR workflow to pilot this week.

PRACTICAL CHECKLIST

- 01** Define goals for AI in HR: time savings, quality, compliance, and employee experience.
- 02** Decide what to automate vs. human-reviewed; establish guardrails around decision-making.
- 03** List required data sources: HRIS, ATS, LMS, payroll, benefits, and employee feedback.
- 04** Identify tools and platforms: AI assistants, workflow automation, analytics dashboards, privacy controls.
- 05** Assign ownership: process owners, data stewards, IT, compliance, and executive sponsor.
- 06** Define approvals and governance steps for pilots; establish risk and escalation paths.
- 07** Plan a 4-week pilot with weekly milestones and governance reviews.

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Demand & Gaps Analysis

Understand how roles will change and where AI can fill gaps. This page guides data collection, gap analysis, and prioritization.

Key move Use a simple scoring matrix to rank automation potential.

PRACTICAL CHECKLIST

- 01** Inventory HR roles and core processes: recruiting, onboarding, payroll, benefits, L&D, employee relations.
- 02** Collect workload data: cases, requests, time-to-resolution, and seasonal peaks.
- 03** Forecast demand using headcount plans, attrition trends, and org changes.
- 04** Assess automation potential per role: high, medium, or low.
- 05** Identify capability gaps: data literacy, process knowledge, tool proficiency, governance, and privacy.
- 06** Prioritize actions for automation, reskilling, or targeted hiring; assign owners.

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Adoption & Metrics Plan

Outline weekly adoption steps, measurement, and governance for scalable AI in HR. This page translates plans into actionable weekly milestones and ownership.

Key move Document decision rights and escalation paths; avoid scope creep.

PRACTICAL CHECKLIST

- 01** Week 1: document current workflows; identify data owners; map required tools.
- 02** Week 2: pilot one automation in recruiting (resume screening) with guardrails.
- 03** Week 3: automate onboarding checklists and status updates; involve HR and managers in review.
- 04** Week 4: establish governance: access controls, privacy policies, audit trails.
- 05** Week 5: measure impact: cycle times, accuracy, costs, and satisfaction.
- 06** Week 6: expand to a second function; formalize reskilling plans.
- 07** Guardrails: require approvals, privacy checks, and sunset criteria for pilots.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com