# Project Onboarding Checklist

**Purpose:** This document provides a comprehensive checklist to ensure that new team members and stakeholders are properly onboarded to the project {projectName}. It includes important context, required access, and key resources to accelerate a smooth transition into the project environment.

## General Information

* **Project Name:**{projectName}
* **Project Manager:** {projectManager}
* **Onboarding Date:** {onboardingDate}
* **New Member:** {fullName}
* **Role:** {role}

## Access & Setup

{#accessItems}

* **{system}:** {accessStatus}

{/accessItems}

## Meetings & Introductions

{#meetings}

* **{meetingName}** with {personResponsible} on {scheduledDate}

{/meetings}

## Project Documentation to Review

{#documents}

* {docTitle} - {docPurpose}

{/documents}

## Team Introductions

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact** |
| {#teamMembers}{name} | {role} | {email}{/teamMembers} |

## Training & Orientation

{#trainings}

1. **{trainingTitle}:** {trainingDescription}

{/trainings}

## Initial Tasks / Deliverables

{#initialTasks}

1. {taskTitle}: {taskDetails}

{/initialTasks}

## Additional Notes

*{additionalNotes}*

## Acknowledgement

I, **{fullName}**, acknowledge that I have received and reviewed the materials listed in this onboarding checklist for the project {projectName}.

Date: {acknowledgementDate}

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_