



Onboarding Plan

PHASE 1: Content calendar workflow

	Owner	Status	Timeline	Health	Priority	
Intro to the tool		Done		Done	★★★★☆	
General monday.com training board		Done		Done	★★★★★	

PHASE 2.0: Builders training

	Owner	Status	Timeline	Health	Priority	
Finalize access admin		Working on it		Working on it	★★★☆☆	
Team admin structure		Working on it		Working on it	★★★★☆	

PHASE 2.1: Setting up teams boards

	Owner	Status	Timeline	Health	Priority	
Book session with Senior management		Booked		Stuck	★★★★★	
Align all templates needed to build		Needs rebook		Working on it	★★★★☆	

Sample Onboarding Project Plan

Rachel S Tattersall



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