Introductory Meetings:

1. Introduction to team (informal) (1 on 1)
   1. Microsoft Teams site
   2. Team meeting decks
   3. Time recording
   4. PTO recording
2. Introduction to IT team – include all of IT audit
3. AuditBoard meeting (1 on 1)
4. Workpaper training meeting (1 on 1)

Helpful links to bookmark (share with new hire):

NIST Risk Framework

<https://csrc.nist.gov/Projects/risk-management/sp800-53-controls/release-search#!/800-53>

IA SharePoint

<https://aetnao365.sharepoint.com/sites/IAUDIT_CVS/default.aspx>

Enterprise Archer

<https://grc.cvshealth.com/Default.aspx>

CVS Brand Center <https://cvshealthbrandcenter.com/Login?returnUrl=https%3A%2F%2Fcvshealthbrandcenter.com%2Fb%2Fwww%2Fc%2Fen-US%2FPage%2FView%2F5>

Policies and Procedures Portal

<https://policy.corp.cvscaremark.com/pnp/faces/home.xhtml>

General tools (Teams):

[List of Tools for New Hire - DRAFT](https://teams.microsoft.com/l/file/32627B8F-B13C-4711-AFE6-AA909B1A7132?tenantId=fabb61b8-3afe-4e75-b934-a47f782b8cd7&fileType=xlsx&objectUrl=https%3A%2F%2Faetnao365.sharepoint.com%2Fsites%2FInternalAuditCollaborationCorner%2FShared%20Documents%2FTraining%20Resources%2FTraining%20Committee%20use%20only%2FIn-Process%20Materials%2FList%20of%20Tools%20for%20New%20Hire%20-%20DRAFT.xlsx&baseUrl=https%3A%2F%2Faetnao365.sharepoint.com%2Fsites%2FInternalAuditCollaborationCorner&serviceName=teams&threadId=19:b13020457017453cb12c815ca11ca42e@thread.tacv2&groupId=a8c54f0c-1a2f-48fd-8fb6-644e72e34687)