# Onboarding checklists

## Onboarding - HPMO

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| **Objective** | **Task** |
| Access | Email  Jira - Software  Jira - Confluence  SharePoint - Technology projects  Capacity planning sheet  Allocation planning sheet |
| Project KTs | Go through all the epics of all projects.  Demo of all products.  BA Demo  Developer & QA Demo |
| Process KTs | Go through all the process documents.  KT - SharePoint/Confluence Structures  KT - Project Governance  KT- Invoicing  Project Profitability Metrics  Change Management.  Scrum practice.  The ceremonies.  Story points and velocities.  Lean/Agile transformation. |
| Stakeholder intros. | Get introduced to all the stakeholders of projects.  Teams  POs  SMEs  Get access to all the channels of communication to stakeholders. (Teams. / WhatsApp / Email) |
| Technologies. | The list of GitHub repositories and what they consist of. - Done in the developer demo  Brief KT on technologies in use.  Frontend  Backend  Cloud resources. |
| Team | 1-1s with all the team members. |

## Onboarding - TPM

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| **Objective** | **Task** |
| Access | Email  Jira - Software  Jira - Confluence  Sharepoint - Technology projects |
| Understand the project. | Go through all the remaining stories of the project.  Go through the product.  Demo the product. |
| Understand the processes. | Go through all the process documents.  Understand the scrum practice.  The ceremonies.  Story points and velocity.  Understand lean/agile thinking.  Suggest a process improvement following lean/agile principles implementable with scrum. |
| Understand the stakeholders. | Get introduced to all the stakeholders of the project.  Team  PO  SMEs  Get access to all the channels of communication to stakeholders. (Teams. / WhatsApp / Email) |
| Understand technologies. | Get to know the list of GitHub repositories and what they consist of.  Have a brief understanding of the technologies in use.  Frontend  Backend  Cloud resources. |
| Understand the team | Have 1-1s with all the team members. |

## Onboarding - QA

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| **Objective** | **Task** |
| Understand the project. | Go through all the remaining stories of the project.  Go through the product.  Demo the product to the team. |
| Understand the processes. (General) | Go through all the process documents.  Understand the scrum practice.  The ceremonies.  Story points and velocity.  Understand lean/agile thinking. |
| Understand the processes. (QA specific) | Understand Test Case Driven Development (TCDD)  Know how to work with AIO. |
| Deliverable understanding & KPIs | Understand QA KPIs.  Understand QA checklists.  API Testing checklist  Web Testing checklist.  Mobile checklist  Security checklist - Pending to be added to confluence ()  UX checklist  Nonfunctional requirements checklist  Test Automation  Get skilled in Web Automation  Get skilled in API Automation. |
| Understand the stakeholders. | Stakeholder intro.  Team  Get access to all the channels of communication to stakeholders. (Teams. / WhatsApp / Email) |
| Understand technologies. | Get to know the list of GitHub repositories and what they consist of.  Have a brief understanding of the technologies in use.  Frontend  Backend  Cloud resources. |

## Onboarding - PO

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| **Objective** | **Task** |
| Understand the processes. (General) | Process training materials focused on PO activities.  Sprint reviews.  Backlog reviews.  Sprint planning.  Understand the scrum practice.  What is a sprint.?  What are story points and velocity.?  How do we prioritize work and plan releases. |
| How requirements work. | Importance of having clear requirements.  Scope changes, timeline changes and causes.  Technology choice changes.  Scope creep. |
| Understand how QA works. | What QA engineers do and what they don’t. |
| Understand how BA works. | What BAs do and what they don’t. |
| Team introduction | BA  TPM  your scrum Team. |

## Onboarding - BA

### Onboarding BA to Company

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| **Objective** | **Task** |
| Deliverable understanding & KPIs | BA Basic Training  [Business Analysis Training](https://inivos.atlassian.net/wiki/spaces/T/pages/106201156) |
| Understand the processes. (General) | Go through all the process documents.  Understand the scrum practice.  The ceremonies.  Story points and velocity.  Understand lean/agile thinking. |
| Understand the processes. (BA specific) | Understand BA & Lead board activities.  Understand scrum board activities.  Understand the BA workflow. |

### Onboarding BA to Project

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| **Objective** | **Task** |
| Understand the stakeholders. | Stakeholder intro.  Team, TPM  PO  SMEs  Get access to all the channels of communication to stakeholders. (Teams. / WhatsApp / Email) |
| Project Essentials | Get project folder access.  Get Jira Access |
| Understand the project. | Go through BRD and UI’s  Go through all the remaining stories of the project.  Go through the product.  Demo the product to the team. |
| Understand technologies. | Have a brief understanding of the technologies in use.  Frontend  Backend  Cloud resources. |

## Onboarding - Dev

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| **Objective** | **Task** |
| Understand the project. | Go through all the remaining stories of the project.  Go through the product.  Product intro by a QA, BA, Dev and PM. ( Architect1 )  Development environment setup.  Demo the product to the team. |
| Understand the processes. (General) | Go through all the process documents.  Understand the scrum practice.  The ceremonies.  Story points and velocity.  Understand lean/agile thinking. |
| Understand the processes. (Dev specific) | Understand Test Case Driven Development (TCDD)  Know how to work with AIO.  Understand dev related board activities. |
| Deliverable understanding & KPIs | Understand the git & git branching strategy.  Understand Development Quality metrics.  Understand the code-quality standards.  Understand the versioning strategy.  Understand code-review and merging process.  Understand security standards and how to maintain them in development.  Understand how to create and resolve a pull request.  Understand Development KPIs. |
| Understand the stakeholders. | Stakeholder intro.  Team  Get access to all the channels of communication to stakeholders. (Teams. / WhatsApp / Email) |
| Understand technologies. | Get to know the list of GitHub repositories and what they consist of.  Have a brief understanding of the technologies in use.  Frontend  Backend  Cloud resources. |