## Welcome and Introduction

Welcome to the Veteran's Administration (VA) Veteran Facing Services (VFS) team!

As a new VFS team member, you will be working in the web ecosystem we call the VA.gov Platform (or "\*\*The Platform,\*\*" for short). The tasks on this list are designed to get you up to speed on the role of Platform, making it easier for you to do your job.

Because the VA is a huge organization that serves millions, the Platform it runs on is equally big, complex and multilayered. Most people find that even learning the basics for their own practice area entails a significant learning curve. The tasks on this checklist will help you acquire those basics as quickly and efficiently as possible.

## User Story

As a new VFS team member, I need to complete onboarding activities so I can successfully work on my project and support the VA.gov Platform.

## How to fill out this ticket

- [ ] Add your name to the ticket title

- [ ] Complete the Onboarding Checklist below

- [ ] Under \*\*Get set up for your practice area,\*\* you only need to complete the items for your role

- [ ] You can close this ticket when all items are completed in the Onboarding Checklist and the Platform Checklist

## Onboarding Checklist

### Share your info with Platform

- [ ] Complete the fields below:

- Name: Anne Kerr

- Preferred pronouns (e.g. she/her): she/her/hers

- Role: Business Analyst

- Email: anne.kerr@va.gov

- GitHub handle\*: annekerr49

- Start date: 7/25/2022

- VFS Team: PMO

\*Providing your GitHub handle will allow Platform to provide you access to the necessary GitHub repos.

### General

- [X ] Attend General Orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/general-orientation-for-va-gov-platform?month=2021-11))

- [X ] Watch [VA.gov overview video](https://depo-platform-documentation.scrollhelp.site/getting-started/Platform-Orientation.1877344532.html#PlatformOrientation-Purpose)

- [ x] Update your [Slack profile](https://depo-platform-documentation.scrollhelp.site/getting-started/Request-access-to-tools.969605215.html#Requestaccesstotools-Slack) with Program, Team, Role and Company

- [x ] Review [Welcome](https://depo-platform-documentation.scrollhelp.site/getting-started/Welcome.1255276574.html) documentation

- [x ] Review [Support Overview](https://depo-platform-documentation.scrollhelp.site/support/Support-overview.604012552.html) documentation

- [x ] [Request Access to Tools](https://depo-platform-documentation.scrollhelp.site/getting-started/Request-access-to-tools.969605215.html)

- [x ] Review the guidance on [Submitting a feature request](https://depo-platform-documentation.scrollhelp.site/support/Submitting-a-feature-request.1938915400.html)

### Norms and standards

- [ x] Review guidance on the [Platform Satisfaction Survery](https://depo-platform-documentation.scrollhelp.site/support/platform-satisfaction-survey)

- [ x] Review the [Code of Conduct](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/platform/working-with-vsp/policies-work-norms/code-of-conduct.md)

- [ x] Review the [Norms for Communication](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/platform/working-with-vsp/policies-work-norms/norms-communication.md)

- [ x] Review [Orientation materials](https://depo-platform-documentation.scrollhelp.site/getting-started/Platform-Orientation.1877344532.html) on Platform Website

- [ x] Review the [Guidelines for Working Safely in an Open Source Repo](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/platform/working-with-vsp/policies-work-norms/sensitive-guidance.md)

- [ x] Review the [Norms for Using Tools](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/platform/working-with-vsp/policies-work-norms/norms-tools.md)

### Working on the platform

- [ x] Review the [Platform Principles](https://vfs.atlassian.net/wiki/spaces/AP/pages/1391853669/Platform+Crew+Principles)

- [x ] Review the [GitHub Markdown Cheatsheet](https://help.github.com/en/categories/writing-on-github) to learn the syntax for formatting documents in GitHub

- [x ] Review the [Digital Modernization Strategy](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/products/va-gov-relaunch-2018/va-gov-strategy/digitalmodernizationstrategy.pdf)

- [x ] Review the [Web Brand Consolidation](https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/products/va-gov-relaunch-2018/va-gov-strategy/the-new-va.gov-briefing-2019-07.pdf) documentation

- [ ] Review the [Collaboration Cycle](https://depo-platform-documentation.scrollhelp.site/collaboration-cycle/index.html) documentation on Platform Website

### Get set up for your practice area

#### Designers & Researchers

- [ ] Review [Design & Research Onboarding Documentation](https://design.va.gov/about/designers)

- [ ] Review the [VA.gov Design System](https://design.va.gov/)

- [ ] Review the [Research and Design Guide](https://depo-platform-documentation.scrollhelp.site/research-design/index.html) on Platform Website

- [ ] Attend Design orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/design-orientation-for-va-gov-platform))

- [ ] Attend Accessibility orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/accessibility-orientation-for-va-gov-platform))

#### Front-end Engineers

- [ x] Review [frontend developer documentation](https://depo-platform-documentation.scrollhelp.site/developer-docs/Frontend-developer-documentation.687931428.html) on Platform Website

- [ x] [Confirm that You Can Log In as a Test User](https://github.com/department-of-veterans-affairs/va.gov-team-sensitive/blob/master/Administrative/accessing-staging.md)

- [ ] Attend Front-end orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/front-end-orientation-for-va-gov-platform))

- [ ] Attend Analytics orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/analytics-orientation-for-va-gov-platform))

- [ ] Attend Accessibility orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/accessibility-orientation-for-va-gov-platform))

- [ ] Attend QA orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/qa-orientation-for-va-gov-platform))

- [ ] Attend Design System/Forms Library orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/design-system-forms-library-orientation))

#### Back-end Engineers

- [ ] Review [backend developer documentation](https://depo-platform-documentation.scrollhelp.site/developer-docs/Backend-developer-documentation.1886289964.html) on Platform Website

- [ ] [Confirm that You Can Log In as a Test User](https://github.com/department-of-veterans-affairs/va.gov-team-sensitive/blob/master/Administrative/accessing-staging.md)

- [ ] Attend Back-end orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/back-end-orientation-for-va-gov-platform))

- [ ] Attend QA orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/qa-orientation-for-va-gov-platform))

#### Product Managers

- [ ] Request PM intro with @ Shira Goodman in Slack

- [ ] Attend Analytics orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/analytics-orientation-for-va-gov-platform))

- [ ] Attend Accessibility orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/accessibility-orientation-for-va-gov-platform))

- [ ] Attend QA orientation session ([schedule via Calendly](https://calendly.com/collaboration-cycle/qa-orientation-for-va-gov-platform))

### Off-boarding of teammates

- [ ] Review [process for when a teammate leaves](https://depo-platform-documentation.scrollhelp.site/getting-started/offboarding)

## Platform Checklist

The items in this checklist are for Platform to complete. If you are ready to close the ticket and the Platform Checklist section has not been completed, please reach out to Platform via the guidance provided in [Getting help from Platform in Slack](https://depo-platform-documentation.scrollhelp.site/support/Getting-help-from-the-Platform-in-Slack.1439138197.html).

- [ ] New VFS team member has been added to the [VFS Team Roster](https://docs.google.com/spreadsheets/d/11dpCJjhs007uC6CWJI6djy3OAvjB8rHB65m0Yj8HXIw/edit?folder=0ALlyxurHpUilUk9PVA#gid=0)

- [ ] New VFS team member has been added to the vets.gov-write GitHub team