Part 1: Job Description

Roles & Responsibilities:
Focus on ramp into the team
   a. Review sites below, get familiar with employee portal and HR tools
   b. Request a mentor through the Mentor Matching Portal
   c. Discuss potential backlog of projects with your manager
   d. Begin mandatory training modules via MyLearning (Internal Company Learning modules)
   e. Ensure truth and transparency in all projects
   f. Develop and track roadmap of projects, to include current status

Part 2: Deliverables	
Task	*As measured by*
Review company+department internal website	https://dept.companyname.com
Develop plan associated with backlog of projects	Plan communicated to manager
Confirm personal information within HR portal	https://hr.portal.com
Schedule a 1:1 & meet with your core mentor	Successfully meeting with your mentor
Join the New Hire Teams group	https://MicrosoftTeams.newhire.company.com

Part 3: Learning Guide/Job Resources		
Learning Task	*Org System/Files/URL/Key Contacts related to primary task*	*Notes*
[Role] One Stop Shop	https://sharepoint.amr.ith.company.com/sites/OneStopShop	Read through associated learning materials on resources tab
Power BI (data reporting)	https://pbiprovisioned.company.com/Reports/powerbi/CPO/BGFUTv4:Toolbar=False	Need to get access approved from access governance system first https://ags.company.com
IBM Jazz Suite	https://ibm.jazzportal.company.com	Review the resource + user guides from the System Engineering team

Part 4: Key Contacts on your team		
Who	*Role*	*Meeting Frequency*
First Last	Sr. Analyst	As needed
First Last	Analyst	As needed
First Last	Developer	Weekly
First Last	Program Manager	Weekly/As needed
First Last	Scrum Master	Daily