

JIRA CONFLUENCE AND JIRA ASSIGNMENTS SCREEN SHOTS ADDED BELOW WITH LINKS.

- ❖ **JIRA CONFLUENCE Link:-** <https://debasishpanda248.atlassian.net/wiki/x/aQEC>
- ❖ **In this link the task which are given in Project PDF are all created. Additionally I am adding Screen Shots below.**

Create a main project page:-

Employee Onboarding Project



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Main Project Page: Employee Onboarding Project



1. Project Overview

This project focuses on designing and implementing a streamlined onboarding process for new employees, ensuring that HR, IT, and the new hire are aligned from offer acceptance to full integration into the organization.



2. Project Objective

To automate and document the onboarding journey for new employees, reduce man

(ii). Create child pages for each department. Add sub child pages for Documentation, Stakeholders and Visual diagrams in confluence.

Employee Onboarding Project

- > HR Department
- > IT Department
- Visual diagrams
- Retrospective

1. First Child Page

HR Department



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- **Documentation**
 - BRD
 - FRD
 - Policies
 - Offer letter templates
- **Stakeholders**
 - Roles: HR Manager, Coordinator
 - Contact Info
- **Visual Diagrams**
 - Upload Use Case Diagram

2. Second Child Page

Confluence

Search

DEBASISH PANDA

Shortcuts

Content

Search by title

- Getting started in Confluence from Jira
- 2025-07-14 Meeting notes DRAFT
- Untitled DRAFT
- Employee Onboarding Project
 - HR Department
 - IT Department**
 - 1. Documentation → IT Department
 - 2. Stakeholders → IT Department
 - Visual diagrams
 - Retrospective
- Copy of Employee Onboarding... DRAFT

+ Create

99 Blogs

Calendars

DEBASISH PANDA / IT Department

IT Department

DP

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1. Documentation

- System Access Checklist
- Laptop Allocation Process

2. Stakeholders

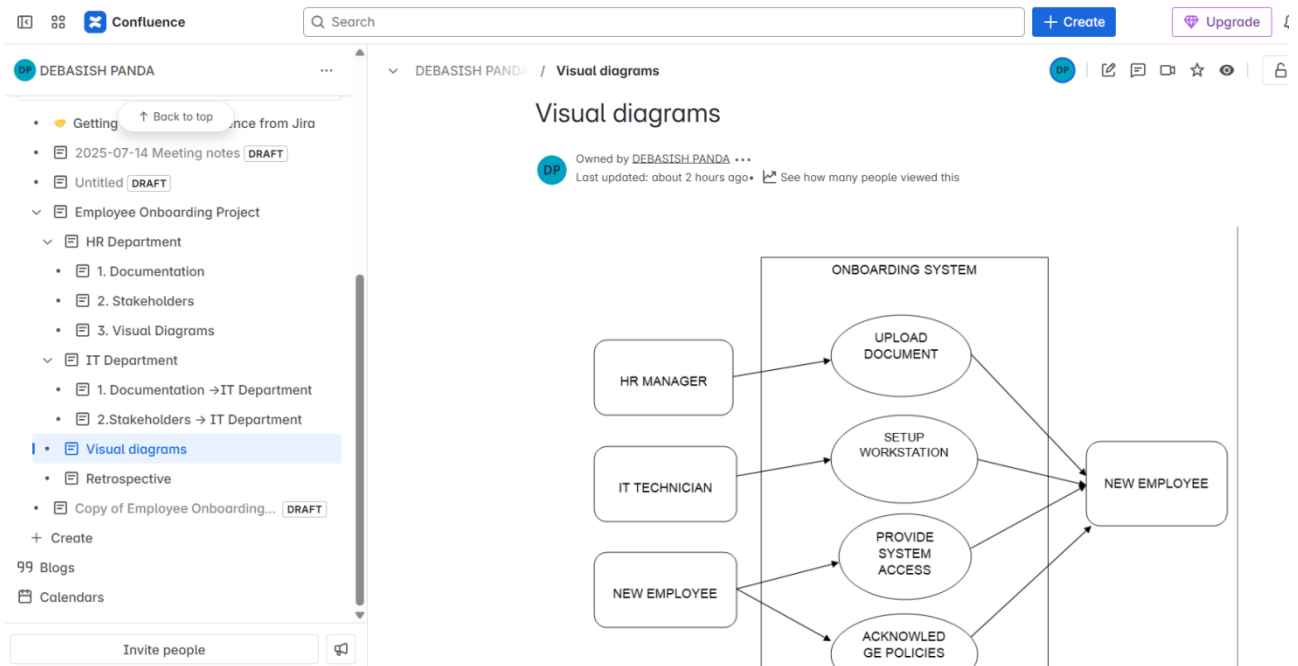
- IT Lead, Support Tech

3. Visual Diagrams

- Workflow of IT Setup

+ Add label

3. Third Child Page



4. Fourth Child Page

The screenshot shows a Confluence page titled "Retrospective" owned by DEBASISH PANDA. The left sidebar is identical to the previous screenshot, with "Retrospective" selected in the navigation menu. The main content area displays a table with three columns: "Start Doing", "Stop Doing", and "Continue Doing".

Start Doing	Stop Doing	Continue Doing
Use Slack reminders	Manual onboarding emails	Weekly syncs
Employee self-feedback	Random laptop allocation	IT checklists

Below the table, there is a "+ Add label" button and a row of reaction icons (thumbs up, smiley face, etc.) with the text "Be the first to add a reaction".

- JIRA :- (Screen Shot added below)

- Link:-

<https://debasishpanda248.atlassian.net/jira/software/projects/ONE/boards/34/timeline?assignee=unassigned&atlOrigin=eyJpIjoiM2UwNzgwYzg5MDIjNGU4MmI3NmM3MzViY2EyYzBiZjAiLCJwIjoaiJ9>

- Create 3 sample issues for the project: a Story, a Task, and a Bug.
- Assign issues to team members and set due dates.

