**Team & Departmental Resources**

These files will help you understand your team's work, current projects, and workflows.

* **Folder Name:** Team Share Drive \\CompanyShare\Departments\Analytics\
  + **Why you'll need it:** This is where your team stores shared documents, project files, and departmental resources. You'll find:
    - **Project Folders:** Documents related to ongoing projects (e.g., meeting notes, reports, presentations).
    - **Team Meeting Notes:** Agendas and summaries from team meetings.
    - **Templates:** Standardized documents (e.g., report templates, presentation templates).
    - **Departmental Procedures:** How-to guides specific to your department's operations.
* **File Name:** Team Org Chart\_May2025.pdf
  + **Why you'll need it:** Visual representation of your team's structure, showing who reports to whom, and key roles.
  + **How to Access:** Will be provided by your manager
* **File Name:** Current Projects & Key Contacts\_Q2\_2025.xlsx
  + **Why you'll need it:** An overview of major projects your team is currently working on, key stakeholders, and their roles.
  + **How to Access:** Team Share Drive.
* **System Name:** Project Management Tool (Jira, Trello)
  + **Why you'll need it:** To track tasks, project progress, collaborate with team members, and understand project deadlines.
  + **How to Access:** Your manager will add you to relevant projects and provide an introduction.