# Definition of Done

- New-hire persona and journey map documented.

- Welcome Kit includes playbook, checklists, FAQs, and welcome note.

- RACI matrix and risk register finalized.

- Stakeholder update presentation (5 slides) delivered.

- Success metrics defined:

- 100% new hires complete IT + HR setup by Day 2

- 90% complete first task by Day 5

- New hires rate onboarding satisfaction ≥ 4/5