1.0 New Hire Orientation Program			Level 1 Project Level
1.1 Plan Project	**2.1 Execute Project**	**3.1 Close Project**	**Level 2 Phase Level**
1.1.1 Develop and get approval on Agenda	2.1.1 Facilitate orientation sessions (D1)	3.1.1 Close the session	Level 3 Work Package Level
1.1.2 Reserve Conference Room	2.1.2 Set up and manage room and AV support (D1)	3.1.2 Release conference room and return materials	
1.1.3 Prepare presentation (benefits/perquisites) and coordinate with HR	2.1.3 Facilitate Q&A session with HR (D1)	3.1.3 Archive all presentation, attendence, surveys and materials	
1.1.4 Prepare Materials/Kits	2.1.4 Provide meals to attendees (D1)	3.1.4 Solicit Feedback	
1.1.5 Coordinate AV/IT Support	2.1.5 Distribute orientation kits and welcome materials (D1)	3.1.5 Conduct Lesson Learned	D1 - Day 1 D2 - Day 2
1.1.6 Plan Catering and confirm order	2.1.6 Conduct campus tour (D1)	3.1.6 Confirm equipment setup and update asset records	
1.1.7 Plan Campus Tour	2.1.7 Distribute onboarding equipment and setup (D2)		
1.1.8 Prepare tech support (D2)			