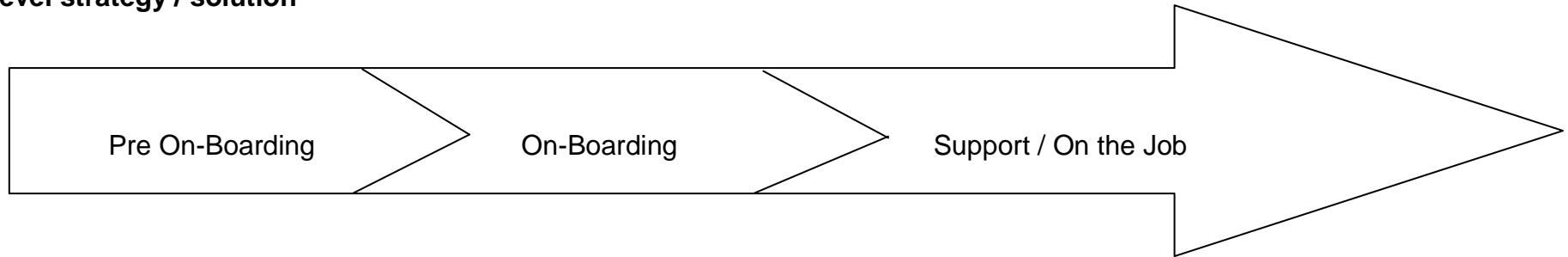


High level strategy / solution



Success Factors:	Learning tied to business goals	Leadership messaging	Actively involved managers	Tracking and metrics
Content areas to be included:				
Company	<ul style="list-style-type: none"> Overview of <Company> 	<ul style="list-style-type: none"> Generic Staff Info 	<ul style="list-style-type: none"> Compliance 	
Business Line	<ul style="list-style-type: none"> Overview <Business Line> 	<ul style="list-style-type: none"> Relevant Staff Info 	<ul style="list-style-type: none"> Work Info - HR 	
Project	<ul style="list-style-type: none"> Overview <Project> 	<ul style="list-style-type: none"> Tools & Processess 	<ul style="list-style-type: none"> Engagement 	
Actions needed	<ul style="list-style-type: none"> Process map – who/what/when Marketing & comms 	<ul style="list-style-type: none"> Support resources for staff performing On-Boarding Re-organization of existing docs Logistics (LMS etc) 	<ul style="list-style-type: none"> Comms follow up as re-inforcement On going maintenance of CI community Measure / update (ILC reporting, doc update strategy) 	
Implementation				
Process for New Starter	<ul style="list-style-type: none"> Welcome email / Pack 	<ul style="list-style-type: none"> Info pack – Project Binder / Intranet On-Boarding meeting & coaching from PM or PMO (Touch Points) Welcome lunch 	<ul style="list-style-type: none"> Sharepoint / Intranet LMS – Community Forum On the Job support from PM and/or PMO 	