

Information Development Onboarding










The following is an excerpt from the Information Development team’s onboarding page that was hosted on a Confluence site.

When someone joined the team, they review the role-specific activities for their role (PA, TIE, or TID). Links direct them to further instructions. Harvey balls visually indicate the level of knowledge expected for the role. The team lead ensured this list and the related information were reviewed every six months or earlier. The team was encouraged to make updates as needed.

Additional topics covered were: Agile concepts, Project-related information, Tools, and Validation.

	Production Assistant (PA)	Technical Information Editor (TIE)	Technical Information Developer (TID)
Team-specific activities			
Identify performance goals	●	●	●
Familiarize yourself with the ID committees <ul style="list-style-type: none"> ● CMS Platform and Tools Home ● Knowledge Base and Training Home ● Partnerships Home ● Styles and Standards Home 	○	●	●
Connect with others in your role <ul style="list-style-type: none"> ● TI Editor Yammer Group ● TI Developer Yammer 	●	●	●

Group			
Familiarize yourself with the 2019 Innovation initiative <ul style="list-style-type: none"> Presentation Ideas page 	●	●	●
Role-specific Training			
Perform Production Assistant activities	●	○	○
Learn user assistance types	◐	●	●
Understand ID styles	●	●	◐
<ul style="list-style-type: none"> Apply Word templates 	●	●	●
<ul style="list-style-type: none"> Write topic-based content 	○	●	●
<ul style="list-style-type: none"> Write embedded help (EH) 	○	●	●
<ul style="list-style-type: none"> Create EH for data entities 	○	◐	◑
Internal self-edits and SME/peer reviews	○	●	●
Apply Benchmark and Enhanced checklists	●	●	◐
Products and User Research			
Find product information (products and solutions)	◐	●	●

Understand personas			
Perform user research			
Conduct task analysis			
Write user stories	