

HR08 · STEP 5 · FINAL

Onboarding Plan & Welcome Comms

30-60-90 Onboarding Plan

Role-specific onboarding plan with first-month priorities, learning goals, stakeholder touchpoints, and success markers across 30, 60, and 90 days.

ABOUT THIS DOCUMENT

This is a **sample** deliverable from the **Onboarding Plan & Welcome Comms** workflow (HR08) in AGASI AiOS. It shows the expected structure and tone. All names, numbers, and facts are **fictional**.

30-60-90 Onboarding Plan

Role: Senior Data & AI Consultant **Department:** Data & AI Advisory — Applied AI Sub-Team **Organisation:** Northbridge Advisory Partners **Start Date:** Proposed post-notice start window (confirm specific date in HRIS) **Reporting To:** Practice Head, Data & AI Advisory **Compiled by:** HR Coordinator, People & Culture **Approved by:** Practice Head, Data & AI Advisory **Version:** Final (post-manager review)

Days 1–30: Orientation & Foundation

Milestone	Owner	Target Week	Success Indicator
Complete IT setup and access provisioning — laptop, Microsoft 365, HRIS, Concur, GitHub Enterprise, Azure DevOps	HRIS Administrator	Week 1	New hire confirms all standard systems are accessible; Azure ML Studio request submitted separately (5–8 day turnaround per IT Security policy)
Day 1 welcome session — team introductions, office tour, security briefing	Practice Head	Day 1	New hire can identify key contacts: Practice Head, Applied AI Sub-Team Lead, Talent Acquisition Lead, HRIS Administrator, L&D Manager
Complete mandatory compliance training — Data Protection & GDPR (45 min), Anti-Bribery (30 min), Information Security (30 min), Health & Safety (60 min)	New Hire	Week 1	All four modules marked complete in LMS
HR check-in — confirm benefits enrolment, policy orientation, clarify pro-rated learning budget (approx. £1,000 for the current plan year per L&D Manager confirmation)	HR Coordinator	Week 2	Benefits enrolment confirmed; new hire acknowledges learning budget pro-ration
Review Northbridge engineering standards (current v1, prior update cycle) and delivery playbook	New Hire	Week 2	New hire confirms review complete; note that v2 is expected in the upcoming release window per Practice Head
Initial 1:1 with Practice Head — set 30-day expectations, discuss engagement pipeline (predictive maintenance shadow, GenAI pilot staffing)	Practice Head	End of Week 1	Documented expectations with target engagement assignment
Begin shadowing on predictive maintenance platform engagement (Manufacturing sector, Month 4 of 6)	Practice Head	Week 3	New hire attends at least two squad sessions and reviews engagement documentation

Days 31–60: Integration & Skill-Building

Milestone	Owner	Target Week	Success Indicator
Mid-point check-in with Practice Head — assess shadowing progress, confirm GenAI pilot assignment timing	Practice Head	Week 5	Written progress note filed; engagement assignment confirmed or adjusted
Take on defined workstream on GenAI knowledge assistant pilot (Financial Services, scoping phase, next multi-month delivery phase) or predictive maintenance engagement	Practice Head	Week 5–6	New hire assigned to a specific workstream with documented deliverables
Complete Azure AI platform orientation (internal module, 8 hours)	New Hire	By Week 8	Module completion recorded; Azure ML Studio access confirmed
Present technical brown-bag session to Applied AI sub-team on a topic from previous experience (e.g., production LLM deployment, stakeholder management in AI projects)	New Hire	Week 6–8	Session delivered; feedback collected from at least three attendees
Attend practice-level team meeting and present brief background summary to wider Data & AI Advisory practice (42 consultants)	New Hire	Week 6–8	New hire has introduced themselves to the broader practice
HR Coordinator check-in — probation progress update, confirm compliance training complete, address any outstanding logistics	HR Coordinator	Week 7	Check-in documented in HRIS

Days 61–90: Contribution & Review

Milestone	Owner	Target Week	Success Indicator
Lead a client-facing workstream independently on assigned engagement	New Hire	Week 9–12	Workstream deliverables submitted on schedule with Practice Head review
Participate in at least one client proposal or scoping session	Practice Head	Week 10–12	New hire contributes to a proposal document or attends a scoping call with a defined role
Collect 90-day feedback from Practice Head, onboarding buddy (or informal mentor per Practice Head preference — pending People & Culture clearance), and at least one peer	HR Coordinator	By Week 12	Feedback forms completed and filed in HRIS
90-day performance check-in with Practice Head — review milestone completion, discuss initial performance, identify development areas	Practice Head	Week 12	Documented check-in with agreed development focus areas
File probation progress note in HRIS	HR Coordinator	By Day 90	Probation note filed; 6-month formal review date confirmed (per current policy — 6 months for all grades including SC-3+, verbal confirmation from HR Director pending policy document update)
Schedule long-term development plan discussion with L&D Manager — align with candidate's interest in team leadership progression and continued certification	L&D Manager	By Day 90	Meeting scheduled; preliminary development themes identified

Stakeholder Responsibility Matrix

Stakeholder	Phase	Key Actions	Deadline
HRIS Administrator	Pre-Start	Provision IT equipment, set up HRIS record, submit Azure ML Studio access request	One week before start
Practice Head	Pre-Start	Confirm first engagement staffing (predictive maintenance shadow or GenAI pilot)	Early in the start month
Practice Head	Days 1–30	Day 1 welcome session, initial 1:1, arrange engagement shadowing	End of Week 3
HR Coordinator	Days 1–30	Send welcome email (owner gap in current checklist — see policy task 1.4), HR check-in Week 2	Week 2
New Hire	Days 1–30	Complete compliance training, review engineering standards, begin shadowing	Week 3
Practice Head	Days 31–60	Mid-point check-in, confirm workstream assignment, facilitate brown-bag session	Week 8
New Hire	Days 31–60	Azure AI orientation, brown-bag presentation, practice meeting introduction	Week 8
HR Coordinator	Days 31–60	Probation progress check-in	Week 7
Practice Head	Days 61–90	Support independent workstream, facilitate proposal participation, 90-day review	Week 12
HR Coordinator	Days 61–90	Collect feedback, file probation note	Day 90
L&D Manager	Days 61–90	Schedule development plan discussion	Day 90

Critical Checkpoints

- 1. End of Week 1:** Confirm all standard system access is functional and mandatory compliance training is complete. Escalate to HRIS Administrator and hiring manager if either is incomplete.
 - 2. Week 5 (Mid-point):** Practice Head confirms engagement assignment. If the GenAI pilot timeline has shifted, an alternative workstream must be identified before Week 6.
 - 3. Day 85:** HR Coordinator confirms all feedback forms (Practice Head, buddy/mentor, peer) have been submitted. Missing feedback delays the probation progress note.
 - 4. Day 90:** Probation progress note filed in HRIS. Development plan discussion with L&D Manager scheduled. Any probation extension would require HR Director approval per policy.
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Open Items Requiring Resolution

Item	Owner	Status	Notes
Welcome email owner (policy task 1.4) — no assigned owner in current checklist	HR Director	Pending	HR-SYS-2026-0112 filed by HRIS Administrator
Onboarding buddy assignment — Practice Head prefers internal Applied AI mentor vs. cross-team buddy per policy	Practice Head / People & Culture	Unresolved	Buddy programme status for Managed Services division also unclear
Probation policy wording — document still references 3-month probation for SC-3+ despite verbal HR Director confirmation of 6 months for all grades	HR Director	Pending update	New hire should be informed that 6 months applies
Learning budget pro-ration — candidate's offer states £2,000/year but mid-year start means approx. £1,000 for the current plan year	L&D Manager / Talent Acquisition Lead	Not yet communicated to candidate	Clarify during Week 2 HR check-in
Azure ML Studio access — requires separate IT Security approval (5–8 business days)	Practice Head	Not yet submitted	Submit request by the end of the month before start to ensure access by start date