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# Information Technology Onboarding Checklist

Free Information Technology Onboarding Checklist with AI customization. Industry-specific guidance for information technology onboarding checklist. Build your checklist now.

## Infrastructure Setup

- ☐ Network account creation
- ☐ Active Directory setup
- ☐ Exchange mailbox creation
- ☐ Office 365 licensing
- ☐ Azure AD configuration
- ☐ Google Workspace setup
- ☐ AWS/Cloud accounts
- ☐ Database access grants
- ☐ Server permissions
- ☐ Storage allocation
- ☐ Bandwidth provisioning
- ☐ DNS entries

## Endpoint Management

- ☐ Device enrollment
- ☐ MDM profile installation
- ☐ Compliance policies
- ☐ Update management
- ☐ Antivirus deployment
- ☐ Encryption enablement
- ☐ Certificate installation
- ☐ Proxy configuration
- ☐ Group policy application
- ☐ Software deployment
- ☐ Patch management
- ☐ Asset tracking

## Identity Management

- ☐ SSO configuration
- ☐ LDAP integration
- ☐ SAML setup
- ☐ OAuth provisioning
- ☐ API key generation
- ☐ Service accounts
- ☐ Privileged access
- ☐ Role assignments

- ☐ Permission matrices
- ☐ Access reviews
- ☐ Password vaults
- ☐ Key management

## Collaboration Platforms

- ☐ Microsoft Teams setup
- ☐ Slack workspace access
- ☐ Zoom account creation
- ☐ WebEx provisioning
- ☐ SharePoint sites
- ☐ OneDrive configuration
- ☐ Google Drive access
- ☐ Confluence spaces
- ☐ Wiki permissions
- ☐ Document libraries
- ☐ Project workspaces
- ☐ Shared calendars

## Development Environment

- ☐ IDE installation
- ☐ Version control access
- ☐ Repository permissions
- ☐ Build tool setup
- ☐ Package managers
- ☐ Docker configuration
- ☐ Kubernetes access
- ☐ Testing frameworks
- ☐ Debugging tools
- ☐ Performance profilers
- ☐ Code analyzers
- ☐ Documentation tools

## Security Implementation

- ☐ Zero Trust setup
- ☐ Conditional access
- ☐ DLP policies
- ☐ SIEM integration
- ☐ SOC notifications
- ☐ Incident response
- ☐ Forensics tools
- ☐ Vulnerability scanning
- ☐ Penetration testing
- ☐ Security training
- ☐ Phishing simulation

- ☐ Compliance tracking

## Monitoring & Analytics

- ☐ System monitoring
- ☐ Application insights
- ☐ Log aggregation
- ☐ Performance metrics
- ☐ Alerting rules
- ☐ Dashboard access
- ☐ Report subscriptions
- ☐ Analytics tools
- ☐ Business intelligence
- ☐ Data visualization
- ☐ Capacity planning
- ☐ Trend analysis

## Service Management

- ☐ ITSM platform access
- ☐ Incident management
- ☐ Change control
- ☐ Problem management
- ☐ Service catalog
- ☐ Knowledge base
- ☐ Self-service portal
- ☐ Workflow automation
- ☐ SLA tracking
- ☐ Asset management
- ☐ Configuration items
- ☐ Service mapping

## Compliance & Governance

- ☐ Policy acknowledgments
- ☐ Regulatory training
- ☐ Data classification
- ☐ Privacy requirements
- ☐ Retention policies
- ☐ Audit preparations
- ☐ Risk assessments
- ☐ Control validations
- ☐ Exception handling
- ☐ Evidence collection
- ☐ Compliance reporting
- ☐ Certification tracking

## Disaster Recovery

- ☐ Backup enrollment
- ☐ Recovery procedures
- ☐ Failover access
- ☐ Emergency contacts
- ☐ Escalation paths
- ☐ BCP documentation
- ☐ DR testing schedule
- ☐ RTO/RPO awareness
- ☐ Data restoration
- ☐ System recovery
- ☐ Communication plans
- ☐ Alternative access

## Knowledge Transfer

- ☐ Architecture overview
- ☐ System documentation
- ☐ Process workflows
- ☐ Standard procedures
- ☐ Troubleshooting guides
- ☐ Runbook access
- ☐ Automation scripts
- ☐ Configuration standards
- ☐ Best practices
- ☐ Lessons learned
- ☐ Project histories
- ☐ Technical debt

## Performance Enablement

- ☐ Skills assessment
- ☐ Training pathways
- ☐ Certification plans
- ☐ Lab environments
- ☐ Sandbox access
- ☐ Documentation time
- ☐ Innovation projects
- ☐ Hackathon participation
- ☐ Conference attendance
- ☐ Online courses
- ☐ Mentorship program
- ☐ Career development

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