ONLINE INDUCTION PANEL

	WEEK 1	WEEK 1.5 - 2	WEEK 3
ACTIVITY	**Portal CreatedTraining Session: Webinar**	**Project Scope / Mapping and document compiling**	**Implementation Phase A : Induction Types & Structure**
RESPONSIBLE PERSON	Client & Workmetrics Trainer	Client Manager / Client	Client Manager / Client
		what content do you have now what content is to be supplied later do you need it for launch Mapping Session with Client Manager	Creation of Induction Types and Step names

	WEEK 4	WEEK 5	WEEK 6
ACTIVITY	**Implementation Phase B: Content Upload**	**Implementation Phase C: Notifications and Additonal Users (Supervisors/Admins)**	**Testing & Launch: Link to your induction**
RESPONSIBLE PERSON	Client	Client Manager / Client	Client
	Loading Content into Steps Configure your Certificate structure	Add notification rules Add Supervisors Add additional Admins	Test through your content Link to your portal Notify your inductees!

NOTE: Time line is indicative timeframes could be shorter or longer depending on requirements of project