

# Developer Onboarding

## 1. Introduction

- **Welcome Message**
  - Warm greeting from the team and leadership.
  - Brief overview of the company's mission and values.
- **Purpose of the Runbook**
  - Explain the goals of the onboarding process.
  - Outline what the developer can expect to learn.

## 2. Company Overview

- **Company History & Mission**
  - A short history of the company.
  - Mission, vision, and core values.
- **Organizational Structure**
  - Overview of departments and key teams.
  - Organizational chart and leadership bios.

## 3. Team and Role Integration

- **Team Introduction**
  - Overview of the development team.
  - Introductions to key contacts and mentors.
- **Role Responsibilities**
  - Detailed description of the role.
  - Expectations and key performance indicators.
- **Communication Channels**
  - List of internal communication tools (e.g., Slack, email, project management tools).
  - Best practices for team communication.

## 4. Technical Environment Setup

- **Hardware and Software Requirements**
  - Necessary equipment (laptop, monitors, etc.).

- Software installations (IDEs, version control systems, etc.).
- **Access Credentials**
  - Steps to obtain access to systems (VPN, internal networks, etc.).
  - How to request necessary permissions.
- **Development Tools and Environment**
  - Overview of the tech stack and development environment.
  - Installation guides and configuration settings.
  - Accessing repositories and codebases (Git, Bitbucket, GitHub, etc.).

## 5. Project and Codebase Overview

- **Current Projects Overview**
  - Summary of ongoing projects and priorities.
  - How the developer's work fits into the larger picture.
- **Codebase Walkthrough**
  - Architecture overview and key components.
  - Coding standards and guidelines.
  - Repository structure and navigation tips.

## 6. Development Processes

- **Agile/Scrum Methodology**
  - Explanation of the development process (sprints, stand-ups, retrospectives).
  - Tools used for task tracking (e.g., Jira, Trello).
- **Code Reviews and Quality Assurance**
  - Best practices for submitting and reviewing code.
  - Testing protocols (unit tests, integration tests, etc.).
- **Deployment and CI/CD Pipelines**
  - Overview of the deployment process.
  - Tools used for continuous integration and deployment.

## 7. Learning Resources and Documentation

- **Internal Documentation**
  - Location and structure of internal wikis or knowledge bases.
  - How to contribute to or update documentation.
- **Training Materials**
  - Recommended courses, tutorials, or workshops.
  - Links to video tutorials or recorded onboarding sessions.
- **External Resources**

- Industry blogs, forums, and communities relevant to the tech stack.

## 8. Security and Compliance

- **Security Best Practices**
  - Overview of security policies and protocols.
  - Guidelines for secure coding practices.
- **Compliance and Data Privacy**
  - Information on regulatory requirements.
  - Steps to ensure compliance within the development environment.

## 9. Support and Feedback

- **Mentorship and Buddy System**
  - Details on assigned mentors or buddies.
  - How to schedule one-on-one sessions.
- **Escalation Paths**
  - Contact information for IT support, HR, and other key departments.
  - Steps to report issues or ask for help.
- **Feedback Mechanisms**
  - How and when to provide feedback on the onboarding process.
  - Channels for ongoing improvement suggestions.

## 10. Checklist and Timeline

- **Onboarding Checklist**
  - Step-by-step list of tasks to be completed during the first week, month, and quarter.
- **Timeline and Milestones**
  - Expected milestones and progress reviews.
  - Regular check-in schedules with supervisors.

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