

New starter / practical setup

Adapt these setup tasks to the role. Assign an owner and record a completion date only when the task is finished; use ticket references for account requests.

Starter / role

Start date / manager

Team / work location

Setup coordinator

Practical setup — adapt the tasks

Task	Owner	Due	Done date	Reference / note
Desk / workspace arranged				
Equipment prepared				
Account requests raised				
Required access confirmed				
Arrival details sent				
Team introductions planned				
Role briefing scheduled				
First-day contact confirmed				

What still needs attention?

Task / blocker / next action / owner

Setup reviewed by / date

Next check-in date