

Stakeholder Onboarding Communication Checklist

- Identify and list all stakeholders
- Define onboarding objectives
- Gather stakeholder contact information
- Prepare onboarding materials
- Schedule onboarding meetings or calls
- Share project overview and timelines
- Set clear expectations and roles
- Provide required access to tools or platforms
- Address stakeholder questions
- Document feedback and follow-up actions

Stakeholder Name	Contact	Onboarding Status	Notes