

ONBOARDING CHECKLIST

Task	Dates	People
M1 – Understanding the Report Packet	Completed _____	Completed by
M1 – Process Count Sheets	Completed _____	Completed by
M1 – Track Count Sheet Progress	Completed _____	Completed by
M1 – Process Master Exception Report	Completed _____	Completed by
M1 – MEGA Report Introduction	Completed _____	Completed by
M2 – Operational & Productivity Level Overview	Completed _____	Completed by
M2 – Process Count Sheets	Completed _____	Completed by
M2 – Office Exception Report	Completed _____	Completed by
M2 – Assortment Report	Completed _____	Completed by
M3 – Process Count Sheets	Completed _____	Completed by
M3 – Process Floor Exception Report	Completed _____	Completed by
M3 – Closeout Management	Completed _____	Completed by
M4 – Process Count Sheets	Completed _____	Completed by
M4 – Retail Analytics Dashboard: In Stock	Completed _____	Completed By
M5 – Process Count Sheets	Completed _____	Completed By
M5 – Process Shrink Report	Completed _____	Completed By
M6 – Process Count Sheets	Completed _____	Completed By
M6 – Explore Back Stock Replenishment	Completed _____	Completed By
M6 – Best Practice Checklist	Completed _____	Completed By