



NASTi Project

ONBOARDING PLAN

Day 1

45 min

Regional Leaders
Community Admins



Kick-off

- Set Up Community
- Add Admin Users
- Orient to NASTi
 - Uploading Employees
 - Creating Schedules

Day 5

30 min

Community Admins



Go-Live

- Publishing Schedules
- Inviting Employees
- Managing Approvals

Day 14

15 min

Community Admins



Check-in

- Managing Employees
- Optimizing Schedule Templates
- Reporting, Messaging, & Announcements