



Team Wiki

Starter Template






Structure your Knowledge with Usability in Mind.



Welcome to [Company Name] Wiki!

Welcome to the [Company Name] Wiki, your comprehensive guide to understanding how we work, who we are, and where to find everything you need. Use this internal hub to quickly find answers, understand workflows, and align with our mission.

Quick Links

-  [New Hire Onboarding]
-  [Org Chart & Team Directory]
-  [How We Work: Tools, Meetings, Expectations]
-  [Product & Services Overview]
-  [Communication & Collaboration Guidelines]

Sections Overview

This overview serves as a sidebar or table of contents, guiding you through each section of our wiki.

1. New Hire Onboarding

- **[Getting Started Checklist]:** Your essential tasks to get up and running.
- **[30-60-90 Plan Template]:** A guide to your first three months.
- **[Your First Week Guide]:** What to expect during your first week.
- **[FAQs for New Hires]:** Answers to common questions.
- **[Meet the Team]:** An introduction to your new colleagues.

2. Company & Culture

- **[Mission, Vision, Values]:** Our guiding principles.
- **[Operating Principles]:** How we work together.
- **[Diversity, Equity & Inclusion (DEI)]:** Our commitment to a diverse workplace.

- **[Neurodiversity at Work Guide]**: Supporting all employees.
- **[Company History & Milestones]**: Our journey and achievements.

3. Teams & Org Structure

- **[Org Chart]**: Visual representation of our organization.
- **[Team Directory]**: Roles, responsibilities, and contact info.
- **[Cross-Functional Workflows]**: How teams collaborate.

4. Tools & Tech Stack

- **[List of Tools We Use]**: Platforms and software like Slack, Zoom, Jira, GitHub.
- **[Access & Permissions Guide]**: How to gain access to tools.
- **[Security & IT Policies]**: Keeping Our Data Safe.
- **[Troubleshooting Common Tech Issues]**: Quick fixes for tech problems.

5. Product & Services

- **[Product Overview]**: What we offer.
- **[Customer Personas]**: Understanding our audience.
- **[Core Features Explained]**: Key functionalities of our products.
- **[Pricing & Packaging]**: How we price our services.
- **[Product Roadmap (View Only)]**: Future plans and developments.

6. Processes & SOPs

- **[Hiring Process]**: How we bring new talent on board.
- **[Performance Reviews]**: Evaluating and improving performance.
- **[How to Run a Project]**: Best practices for project management.
- **[Meeting Cadence & Rituals]**: Scheduling and conducting meetings.
- **[Escalation Paths]**: Steps for resolving issues.

7. Learning & Development

- **[Learning Resources]**: Materials for growth and learning.
- **[Certifications or Training Paths]**: Opportunities for skill development.
- **[Coaching & Mentoring]**: Guidance from experienced colleagues.
- **[Career Framework & Growth Tracks]**: Paths for career advancement.

8. HR & Admin (Permission-Based)

- **[Time Off Policy]**: Guidelines for taking leave.
- **[Benefits Guide]**: Overview of employee benefits.
- **[Payroll & Compensation]**: Salary and payment information.
- **[Employee Handbook]**: Comprehensive guide to company policies.

Tips for Keeping It Useful

- **Assign owners** to each page or section to ensure accuracy and relevance.
- Use **emojis or icons** to enhance navigation.
- Schedule a **quarterly “Wiki Refresh Day”** to audit and update content.
- Enable **commenting or suggestion mode** for easy updates and improvements.

This structured and informative hub is designed to help you navigate and utilize the resources available at [Company Name]. Welcome aboard!