

# Client Onboarding Process Mapping Template

## 1. General Information

Client Name:

Enter client name

Date:

Project/Service:

Enter project or service

## 2. Stakeholders

Name	Role	Contact Information
<div>Enter name</div>	<div>Enter role</div>	<div>Enter contact</div>
<div></div>	<div></div>	<div></div>

## 3. Onboarding Stages

Stage	Owner	Description	Expected Duration	Notes
<div>E.g. Kickoff</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

## 4. Dependencies & Risks

Dependency/Risk	Owner	Mitigation/Action
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

## 5. Notes & Additional Information

Enter notes here