

30-60-90 Day Plan Template



	30 Days	60 Days	90 Days
SMART Goals & Action Steps	- Goal: Establish rapport and understanding of team dynamics Action Steps ✓ Schedule and conduct one-on-one meetings with each team member within the first two weeks. ✓ Create a summary document on team strengths, areas for development, and individual working styles. - Goal: Understand current project statuses by reviewing existing documentation Action Steps ✓ Review all project charters, briefs, and progress reports in the first 10 days - Goal: Familiarize with internal systems and tools to support efficient workflow Action Steps ✓ Complete training on relevant project management and reporting software within the first week.	- Goal: Improve project efficiency by identifying at least two process improvements Action Steps ✓ Conduct a workflow analysis with the team to identify bottlenecks by day 45. ✓ Propose and implement pilot changes to address one identified inefficiency. - Goal: Enhance cross-functional collaboration by organizing two interdepartmental meetings Action Steps ✓ Identify key stakeholders from other departments and send meeting invitations by day 40. ✓ Facilitate brainstorming sessions to identify collaboration opportunities and document action items. - Goal: Develop a detailed roadmap for upcoming projects aligned with organizational goals. Action Steps ✓ Gather input from key stakeholders to define project milestones and deliverables.	- Goal: Complete the first project milestone on time and within budget. Action Steps ✓ Monitor project timelines and budget weekly, adjusting as needed to prevent overages. ✓ Prepare a milestone completion report, including outcomes, lessons learned, and next steps. - Goal: Improve team performance by implementing two targeted training sessions. Action Steps ✓ Identify skills gaps through surveys and performance feedback by day 70. ✓ Coordinate and schedule two training sessions, documenting results and improvements. - Goal: Establish a reporting cadence with stakeholders, including monthly updates. Action Steps ✓ Design a reporting template that includes KPIs and project updates for consistency.
Deliverables	- Meeting minutes - Summary document of team strengths, development areas, and working styles - Project status report, including timelines, current challenges, and immediate risks.	- Documented workflow analysis, list of improvement proposals, and results of any pilot tests. - Meeting agendas, meeting notes with action items, collaboration proposal document. - Completed project roadmap	- Milestone completion report with outcomes and lessons learned. - Skills assessment report, training session agendas, post-training assessment. - Reporting template, first monthly report
Key Performance Indicators	100% Completion of introductory meetings; documented insights on team dynamics 100% review of project documentation; on-time submission of the status report.	2 process improvements identified and piloted; reduction in identified bottlenecks. 2 interdepartmental meetings completed; 3 actionable cross-functional initiatives identified.	100% milestone completion on-time and within budget; positive feedback from project stakeholders. 2 training sessions completed; post-training improvement in team productivity or performance.
Resource Requirements	- Access to team schedules, support from team members for availability - Project management software	Time from team members for analysis; possibly additional software for testing improvements.	Project management software; budget and resource allocation reports.

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Brendan G. Carr



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