

30-60-90 Day Plan Template



	30 Days	60 Days	90 Days
SMART Goals & Action Steps	<ul style="list-style-type: none"> Goal: Establish rapport and understanding of team dynamics <p>Action Steps</p> <ul style="list-style-type: none"> ✓ 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. <ul style="list-style-type: none"> Goal: Understand current project statuses by reviewing existing documentation <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Review all project charters, briefs, and progress reports in the first 10 days <ul style="list-style-type: none"> Goal: Familiarize with internal systems and tools to support efficient workflow <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Complete training on relevant project management and reporting software within the first week. 	<ul style="list-style-type: none"> Goal: Improve project efficiency by identifying at least two process improvements <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Conduct a workflow analysis with the team to identify bottlenecks by day 45. ✓ Propose and implement pilot changes to address one identified inefficiency. <ul style="list-style-type: none"> Goal: Enhance cross-functional collaboration by organizing two interdepartmental meetings <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Identify key stakeholders from other departments and send meeting invitations by day 40. ✓ Facilitate brainstorming sessions to identify collaboration opportunities and document action items. <ul style="list-style-type: none"> Goal: Develop a detailed roadmap for upcoming projects aligned with organizational goals. <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Gather input from key stakeholders to define project milestones and deliverables. 	<ul style="list-style-type: none"> Goal: Complete the first project milestone on time and within budget. <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Monitor project timelines and budget weekly, adjusting as needed to prevent overages. ✓ Prepare a milestone completion report, including outcomes, lessons learned, and next steps. <ul style="list-style-type: none"> Goal: Improve team performance by implementing two targeted training sessions. <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Identify skills gaps through surveys and performance feedback by day 70. ✓ Coordinate and schedule two training sessions, documenting results and improvements. <ul style="list-style-type: none"> Goal: Establish a reporting cadence with stakeholders, including monthly updates. <p>Action Steps</p> <ul style="list-style-type: none"> ✓ Design a reporting template that includes KPIs and project updates for consistency.
Deliverables	<ul style="list-style-type: none"> Meeting minutes Summary document of team strengths, development areas, and working styles Project status report, including timelines, current challenges, and immediate risks. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 100% Completion of introductory meetings; documented insights on team dynamics 100% review of project documentation; on-time submission of the status report. 	<ul style="list-style-type: none"> 2 process improvements identified and piloted; reduction in identified bottlenecks. 2 interdepartmental meetings completed; 3 actionable cross-functional initiatives identified. 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Access to team schedules, support from team members for availability Project management software 	<ul style="list-style-type: none"> Time from team members for analysis; possibly additional software for testing improvements. 	<ul style="list-style-type: none"> Project management software, budget and resource allocation reports.

New Manager 90 Day Action Plan Template

Jin-Ying Zhang



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