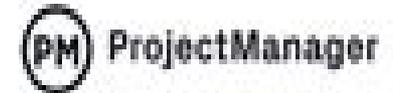


# 30-60-90 Day Plan Template



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

# 90 Day Plan For New Managers

**DP Hallahan**



## 90 Day Plan For New Managers:

**Becoming a Manager** Perry McIntosh, Richard A. Luecke, 2011 The role of the new manager demands a new mindset new activities and new relationships with people throughout the organization *Becoming a Manager* guides the first time manager through these and other challenges Part One Making the Transition explores how to make the critical shift from individual contributor to manager what it takes to build a successful partnership with your boss and the key elements of managing time which is every manager's scarcest commodity Part Two Developing Your Management Skills examines how to use influence and persuasion to manage without formal authority how to develop a leadership style the elements of planning and setting goals and the critical roles of work processes and continuous improvement In Part Three Managing Others readers learn how to master the performance management process adopt a process for making sound decisions and handle difficult people and situations including high value customers or a difficult boss Throughout the course examples exercises Think About It sections and topical sidebars provide readers opportunities for practice feedback and application

*The Aspiring CIO and CISO* David J. Gee, 2024-06-28 Strategically build your brand master soft skills and craft a powerful plan propelling yourself into the dynamic world of executive leadership in the digital technology and cybersecurity domain Key Features Discover a targeted 90 day plan to set yourself up for success in both CIO and CISO roles Develop essential interpersonal skills to succeed in executive leadership roles Learn survival skills for thriving and avoiding burnout in strategic roles Purchase of the print or Kindle book includes a free PDF eBook Book Description Explore the intricacies of CIO and CISO roles with *The Aspiring CIO and CISO* by David Gee This book leverages Gee's 20 years of digital and cyber leadership experience providing real world insights making it a valuable resource for those navigating the evolving landscape of the C suite Tailored to entry level mid level and senior managers looking to advance to the C suite this book serves a unique purpose in the realm of career guidance The narrative speaks directly to individuals uncertain about their readiness for CIO or CISO roles offering a personal mentorship experience that goes beyond technicalities Armed with insights into crafting a powerful 90 day plan you'll be well equipped to catapult into CIO or CISO roles successfully Beyond technical proficiency the book instills survival skills ensuring longevity and helping you prevent burnout in these pivotal positions Additionally by mastering the art of brand development and soft skills you'll grasp the interpersonal dynamics crucial for executive leadership This book is an indispensable guide for ambitious professionals offering foresight and empowerment to thrive in the digital age By the end of this book you'll emerge with strategic dexterity confidently steering your career trajectory towards the C suite What you will learn Develop a compelling personal brand for CIO and CISO roles Gain mentorship through expert tips techniques and proven strategies to navigate executive leadership Be well prepared for interviews with insights into interview questions as well as questions you can ask Gain insights into managing high stakes situations and leading your organization through crises Practice leadership through real life CISO and CIO scenarios Find out

how to establish and leverage professional networks crucial for your advancement to CIO or CISO roles Who this book is for This book is for entry level mid level and senior managers aspiring to ascend to the C suite as CISOs or CIOs The book is also aimed at IT and security professionals who want to gain the skills knowledge and experience to take on senior executive roles in the digital age

**Your First 90 Days Managing People** Dr. CK Bray,2024-07-30 Learn how to become a respected and impactful leader in just 90 days How do you run a big meeting Help your employees meet their goals Hire someone Master these skills and more with this indispensable guide to the first 30 60 and 90 days in your new management role Jump into the job with confidence as you navigate the dos and don ts of first time managers learn to communicate effectively delegate responsibilities clearly and build the 5 qualities all great bosses have Take it step by step This book is broken down into 4 sections the basics of good management fostering trust with your colleagues implementing management strategies and adapting those strategies as the business evolves All forms of leadership Expand your experience with techniques to help you address employee performance stay open to feedback manage stress and balance your team s different skills for the first 90 days and beyond Real life examples See these tools in action with reassuring stories about other new managers and how they learned from their missteps and their wins Dive into a 90 day plan for becoming the best boss you can be

*THE AI ASSISTANT FOR BUSY HR MANAGERS* C.H. Morgan,2025-11-29 Work Smarter in HR Without the Overwhelm HR managers are expected to do it all hire faster manage policies support employees and still have time for strategy But the reality Your day is buried in repetitive admin work The AI Assistant for Busy HR Managers shows you exactly how to use ChatGPT and other AI tools to handle everyday HR tasks in minutes without losing the human touch Inside you ll find ready to use prompts for job descriptions interview questions onboarding plans performance reviews policy FAQs and more Each one is tailored for small to mid sized companies with step by step instructions and real world examples so you can put AI to work immediately Whether you re an HR department of one or leading a growing team you ll learn how to Save hours on routine paperwork Communicate faster and more clearly Reduce errors and stay consistent Free up time for strategic high impact work You don t need to be a tech expert just follow the templates adapt them to your needs and start working smarter today

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