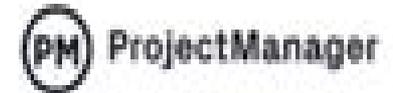


30-60-90 Day Plan Template



	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 overruns. ✓ 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.

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