30-60-90 Day Plan Template



	30 Days	60 Days	90 Days
SMART Goals & Action Sleps	Goal Establish rapport and understanding of learn dynamics Action Steps Schedule and conduct one-on-one meetings with each team member widon the first two weeks. Create a summary document on team changing, areas for development, and individual working styles. Goal Understand current project distuses by endewing existing documentation. Action Steps Seview all project charters, briefs, and progress reports in the first 50 days Goal Familiaries with internal systems and took to support efficient workflow Action Steps Complete training on relevant project management and reporting software within the first seets.	Goals Improve project efficiency by identifying at least two gracess improvements Action Steps Conduct a workflow analysis with the team to identify bottlenecks by day 45. Propose and implement pilot changes to eddress one identified inefficiency. Goals Enhance cross functional collaboration by organiting two intendepartmental exertings. Action Steps Vacilitate branstorming sessions to identify collaboration opportunities and document action team. Goals Develop a detailed roadmap for sproming projects aligned with organizational grads. Action Steps Vacilitates and deliverables.	Goal: Complete the first project indestone on time and within hodget. Action theps Monitor project timelines and budget weekly, adjusting as needed to prevent overages. Propers a milestone completion report, including outcomes, lessons learned, and next steps. Goal: Improve team performance by lenglementing two targeted training sessions. Action Steps Sentitle skills gaps through surveys and performance feedback by day 70. Coordinate and schedule two training sessions, documenting results and improvements. Goal: Establish a reporting codence with stakeholders, including monthly updates. Action Steps Design a reporting template that includes title and project updates for consistency.
Deliverables	Meeting minutes Summary document of team strangths, stevelopment areas, and working styles Project status report, including timelines, current challenges, and immediate risks.	Documentard worldflow analysis, list of improvement proposals, and results of any priori tests. Meeting agendes, meeting notes with action items, colleboration proposal document. Completed project roadmap.	Milestone completion report with outcomes and lessons learned. Sulfs assessment report, training session agendas, post-training assessment. Reporting template, first monthly report.
Ray Performance Indicators	100% Completion of introductory meetings; documented neights on beam dynamics 100% review of project documentation; so-time submission of the status report.	I process improvements identified and piloted, reduction in identified bottlenecks. I intendepentmental meetings completed; I actionable prose-functional initiatives identified.	100% milestone completion on time and within budget, positive feedback from project stakeholders. 1 training sessions completed: post-training improvement in team productivity or performance.
Resource Requirements	 Access to team schedules, support from team members for exellability Project management software 	 Time from team members for enalysis, possible additional software for testing improvements. 	 Project management softwers, budget and resource allocation reports.

Manager 90 Day Action Plan

Terry C. Jones

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