**30-60-90 Day Plan Template**

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|  | **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.
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| **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
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| **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.
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| **Resource Requirements** | * Access to team schedules, support from team members for availability
* Project management software
* Project management documents
 | * Time from team members for analysis, possibly additional software for testing improvements.
* Meeting rooms, time allocation from relevant stakeholders.
* Input from stakeholders, design tools or software for roadmap creation.
 | * Project management software, budget and resource allocation reports.
* Training materials, training facilitators, team time allocation.
* Reporting software, feedback from stakeholders to refine the report format.
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**Related Free Templates**

* [Performance Improvement Plan Template](https://www.projectmanager.com/templates/performance-improvement-plan-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=30-60-90-day-plan&utm_content=&utm_detail=&utm_term=none)
* [Project Dashboard Template for Excel](https://www.projectmanager.com/templates/project-management-dashboard?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=30-60-90-day-plan&utm_content=&utm_detail=&utm_term=none)
* [To-Do List Template](https://www.projectmanager.com/templates/to-do-list-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=30-60-90-day-plan&utm_content=&utm_detail=&utm_term=none)

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