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Description automatically generated30-60-90 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. |
| **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 |
| **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. |
| **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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