30-60-90 Day Plans - Examples for Professionals & Managers

Key Assumptions for this Plan:

- For Professional / Junior Manager Level
- Working in a mature, corporate sized business
- Doing an internally focused support role (Finance, HR, IT, ...)

First 30 Days

Objective	How to Achieve	Measurement
Build relationships with each team member	• Book in one-to-one meetings with each team member in first 2 weeks • Hold weekly one-to-ones with direct reports • Take each team member out for coffee (informal) • Hold first monthly full team meeting with agenda • Allocate 4 hours per week to sit with team members and understand what they do, provide support & direction	Activities listed are completed Positive atmosphere in the team as per team feedback
Form high level assessment of strengths and weaknesses of each team member	Through the above and looking at their work and behaviour in the office. Identify any • Problem team members • Star performers	Each member rated 1 – 10 (Poor to Excellent) Plus draft action/development plan for each team member

First 30 Days

Objective	How to Achieve	Measurement
Build solid relationship with line manager	• Book in one-to-one with my line manager each week • Agree my objectives and team objectives • Look for opportunities to support my manager and reduce their workload, problems etc.	SMART Objectives agreed 1 x task/project that I have done rather than manager
Build relationships with key stakeholders	• Book in one-to-ones • Understand their requirements from my team • Identify concerns or areas of weak performance • Book in follow up meeting for following month	A meeting happens with each stakeholder
Review divisional or company strategy	• Make sure I understand the strategy & discuss with manager • Understand my team's part in delivering the strategy and confirm with manager	Discussion with Manager and a clear understanding of my role in helping deliver strategy
Do the Day Job well	Understand and deliver against all key outputs personally and as a team.	No misses and positive feedback from manager

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Next 30 Days (31 - 60)

Objective	How to Achieve	Measurement
Meet with my peer group within division and from other divisions	• Go to social events • Book in short 1-2-1s, coffees etc where possible • Follow-up info requests quickly (within 48 hours) • Look for opportunities to help others (collect favours)	10 informal meetings with peer group (1-2-1)
Identify quick wins	Ask team and stakeholders: • 1. What do we keep? • 2. What do be change? • 3. What do we stop? To identify quick wins, improvements in processes and review what we produce. What can be improved to help our team or other stakeholders?	Find 5 opportunities for quick wins
Team Development Programme	Identify skill gaps in team vs team goals and objectives • Plan how to fill gaps • Discuss and agree budget with manager • Book in training Book in weekly one-to-one mentoring sessions with each direct report – ongoing	Written plan in place with budget agreed

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Next 30 Days (31 - 60)

Objective	How to Achieve	Measurement
Create a Project Plan to deliver objectives	Build project plan to enable delivery of objectives • Identify up to 5 projects outside of the day job that will improve our team's output to meet and pass our objectives • Ask team members to help plan how we achieve Put the projects into action	1+ of the projects started in month

Next 30 days (61 - 90)

Next 30 Days (61 - 90)

Deliver against Project Plan	See above	4+ of the projects started by end of month (90th day)
Relationships - followup Widen networking activities within the company	Book in third monthly catchup with all key stakeholders and manager Start building relationships with manager peer group • Make excuses to book in short meetings - analysis, projects, insights etc • Invite for coffee	At least 5 meetings held with my manager's peer group

Next 30 Days (61 - 90)

Objective	How to Achieve	Measurement
Wider team meetings / raise profile	Identify with manager which meetings within the wider business • I can/should attend and what my role would be in each • Where can I present / provide updates on my team's deliverables or wider project deliverables	1Attend at least two meetings (within wider business)
Ask for involvement in cross functional project	Identify and make a case to join cross functional projects (assumes I deliver on all day to day requirements and have positive feedback)	Get agreement to join at least one project team within 2 months.