30-60-90 Day Plan Template

ProjectManager

	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. •	• 3 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	• Time from team members for analysis, possible additional software for testing improvements.	• Project management software, budget and resource allocation reports.

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Camilla Rothe

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