

FIRST 90 DAYS PLAN TEMPLATE

Employee Name: _____

Position/Role: _____

Manager: _____

Start Date: _____

Purpose: To provide a structured plan to accelerate onboarding, build relationships, understand the role, and deliver measurable impact in the first 90 days.

1. OVERALL GOALS (FIRST 90 DAYS)

Goal Category	Goal Description	Success Metric / Outcome	Priority
Understanding the Role	_____	_____	High/Medium/Low
Relationship Building	_____	_____	High/Medium/Low
Process & Systems	_____	_____	High/Medium/Low
Quick Wins / Early Contributions	_____	_____	High/Medium/Low
Long-Term Planning	_____	_____	High/Medium/Low

2. 30-DAY PLAN — LEARNING & OBSERVING

Focus: Understand company culture, role expectations, and team dynamics.

Key Area	Actions	Stakeholders	Success Indicators
Role & Responsibilities	Review job description, team processes, KPIs	Manager, Team Leads	Clear understanding of expectations
Company Culture	Attend onboarding sessions, review policies	HR, Colleagues	Comfortable navigating company norms

Key Area	Actions	Stakeholders	Success Indicators
Tools & Systems	Learn internal software, access systems	IT, Team	Able to perform basic tasks independently
Relationships	Meet team members individually	Team, Manager	Build rapport and initial connections
Knowledge Gathering	Read reports, past projects, key documents	Manager, Team	Identify current challenges and opportunities

Quick Wins:

- _____
- _____

3. 60-DAY PLAN — CONTRIBUTING & INTEGRATING

Focus: Start contributing to projects, deepen relationships, identify improvement opportunities.

Key Area	Actions	Stakeholders	Success Indicators
Project Involvement	Participate in ongoing projects	Team, Manager	Contribute meaningfully to deliverables
Process Understanding	Identify bottlenecks, suggest minor improvements	Team, Manager	Documented process understanding
Relationship Building	Shadow colleagues, attend cross-functional meetings	Team, Peers	Stronger rapport across teams
Performance Feedback	Seek feedback on initial contributions	Manager	Clear understanding of strengths and areas to improve
Knowledge Application	Apply insights from first 30 days	Team, Manager	Early contributions recognized

Quick Wins:

- _____
- _____

4. 90-DAY PLAN — DELIVERING IMPACT & PLANNING AHEAD

Focus: Take ownership, deliver measurable results, and set long-term objectives.

Key Area	Actions	Stakeholders	Success Indicators
Project Ownership	Lead small projects or initiatives	Team, Manager	Projects delivered on time and with quality
Process Improvement	Recommend improvements, document procedures	Manager, Team	Recognized for proactive contribution
Performance Evaluation	Review KPIs, track achievements	Manager	Positive feedback and documented accomplishments
Long-Term Goals	Identify growth opportunities and objectives	Manager	6–12 month roadmap aligned with role
Mentorship / Networking	Engage mentor or key stakeholders	Mentor, Peers	Strong support network established

Key Deliverables by 90 Days:

- _____
- _____

5. SUCCESS METRICS / KPIS

Metric	Target	Actual (End of 90 Days)
Completed projects/tasks	_____	_____
Feedback score / performance review	_____	_____
Relationships established	_____	_____
Skills learned / certifications	_____	_____

Metric	Target	Actual (End of 90 Days)
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Process improvements implemented _____

6. NOTES / REFLECTIONS

Lessons Learned:

- _____
- _____

Opportunities for Improvement:

- _____
- _____

Next Steps / 6-Month Plan:

- _____
- _____

☒ Tips for Using This Template

1. Review and adjust with your manager for alignment.
2. Update weekly or biweekly with progress notes.
3. Include both quick wins and long-term goals.
4. Focus on learning first, contributing second, delivering impact third.
5. Track both quantitative (KPIs) and qualitative (relationships, knowledge gained) results.