# Crafting an Effective 30-60-90 Day Plan for a Program Manager Role

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Stepping into a new program manager role or any new role can be both exciting and daunting. To ensure a smooth transition and set yourself up for success, creating a detailed 30-60-90 day plan is essential. This plan not only helps you prioritize your efforts but also demonstrates your proactive approach to your new team and leadership.

## Why a 30-60-90 Day Plan?

A 30-60-90 day plan outlines your goals and actions for the first three months in your new role. It helps you:

* **Build a strong foundation:** Understand the organization's culture, processes, and expectations.
* **Identify key projects and stakeholders:** Establish relationships and begin contributing effectively.
* **Measure progress and adapt:** Regularly assess your achievements and adjust your approach as needed.

## The 30-Day Plan: Laying the Groundwork

### Goals:

1. **Understand the Organization:**
	* Familiarize yourself with the company's mission, vision, and values.
	* Review the organizational structure and meet key team members.
2. **Learn the Processes:**
	* Study existing program management processes and methodologies.
	* Understand the tools and software used for project tracking and communication.
3. **Build Relationships:**
	* Schedule introductory meetings with team members, stakeholders, and leadership.
	* Attend team meetings and observe dynamics and workflows.

### Actions:

* **Onboarding:** Complete any formal onboarding processes, including HR training and systems access.
* **Documentation Review:** Go through company handbooks, project documents, and any relevant materials to get up to speed.
* **Shadowing:** Observe current projects and program activities to understand ongoing efforts and challenges.

### Deliverables:

* A comprehensive onboarding report summarizing key insights about the organization.
* A list of critical documents reviewed with notes on important findings.
* A stakeholder map identifying key team members and their roles.

### Metrics:

* Number of key documents reviewed and understood.
* Meetings scheduled and conducted with team members and stakeholders.
* Initial understanding of organizational processes and tools.

## The 60-Day Plan: Taking Initiative

### Goals:

1. **Assess Current Programs:**
	* Evaluate ongoing projects and programs for status, risks, and performance.
	* Identify any immediate areas for improvement or support.
2. **Develop a Strategic Plan:**
	* Outline short-term and long-term goals for your programs.
	* Define key performance indicators (KPIs) and success metrics.
3. **Foster Collaboration:**
	* Strengthen relationships with cross-functional teams and stakeholders.
	* Establish regular communication channels and meeting cadences.

### Actions:

* **Program Audit:** Conduct a thorough review of active projects, including timelines, budgets, and resource allocations.
* **Stakeholder Analysis:** Map out key stakeholders and their expectations, and plan how to manage these relationships effectively.
* **Quick Wins:** Identify and execute on quick wins to build credibility and momentum.

### Deliverables:

* A detailed program audit report highlighting the status, risks, and opportunities within current projects.
* A stakeholder management plan with strategies for effective communication and engagement.
* An initial strategic plan draft, including defined KPIs and success metrics.

### Metrics:

* Completion of program audits and stakeholder analysis.
* Strategic plan drafted and reviewed with leadership.
* Number of quick wins identified and achieved.

## The 90-Day Plan: Driving Results

### Goals:

1. **Implement Improvements:**
	* Start executing the strategic plan and implementing process improvements.
	* Monitor project performance and make data-driven adjustments.
2. **Enhance Team Performance:**
	* Provide guidance and support to your team to enhance their productivity and engagement.
	* Identify any skill gaps and recommend training or development opportunities.
3. **Communicate Progress:**
	* Regularly report on program status, achievements, and any issues to leadership.
	* Collect feedback and continuously refine your approach.

### Actions:

* **Process Optimization:** Introduce any new tools or processes identified during the first 60 days.
* **Performance Reviews:** Conduct initial performance reviews with your team to provide feedback and set expectations.
* **Regular Updates:** Establish a cadence for reporting progress and sharing updates with stakeholders.

### Deliverables:

* An implemented process improvement plan showing changes and anticipated benefits.
* Performance review summaries with actionable feedback for each team member.
* A progress report template for regular updates to stakeholders and leadership.

### Metrics:

* Successful implementation of new processes or tools.
* Positive feedback from team performance reviews.
* Regular progress reports delivered to leadership and stakeholders.

## Conclusion

A well-crafted 30-60-90 day plan is instrumental in ensuring a successful transition into a new program manager role. By setting clear goals, taking strategic actions, and regularly measuring your progress, you can build a solid foundation, drive meaningful improvements, and establish yourself as a valuable leader within your organization. Embrace this structured approach, and you'll be well on your way to achieving long-term success in your new role.  I have included a sample 30-60-90 plan for a Program Manager role.

#ProgramManagement #306090DayPlan #NewRoleSuccess #LeadershipOnboarding #StrategicPlanning #StakeholderEngagement #ProjectManagement #TeamIntegration #PerformanceMetrics #AgileLeadership #CareerDevelopment #First90Days #ProfessionalGrowth #OnboardingStrategy #ProgramManagerTips