

# Management Transition Plan

## Short Term Transition Plan

A short term transition plan (30-day, 60-day, and 90-day plans) are crucial for driving success in the early phase of your transition because they provide a structured roadmap that balances immediate action with long-term impact.

In the first 30 days, you establish trust, set expectations, and begin shifting your focus from individual contribution to leadership, laying a strong foundation. By the 60-day mark, you're driving team performance and development, while the 90-day plan ensures you are empowering team autonomy and aligning their work with broader organizational goals, positioning you as a strategic leader.

### FIRST 30 DAYS: TRANSITIONING FROM IC TO MANAGER

#### 1. Shift Focus from Execution to Leadership:

- a. Begin stepping back from direct coding tasks and focus on empowering your team to take ownership of the codebase. You can still contribute to critical issues if needed, but aim to delegate more over time
- b. Make it clear to the team that your role is changing by setting expectations about your evolving responsibilities, both with leadership and team management

#### 2. Establish Team Trust in Your Leadership:

- a. Meet one-on-one with each team member to discuss their views on the codebase, technical debt, challenges, and personal goals. Since you've been part of the team, approach these conversations from a new perspective focused on mentorship and guidance
- b. Reassure the team that your knowledge of the codebase will help you advocate for their needs but reinforce that your role now is about supporting them

#### 3. Quick Wins in Process Improvement:

- a. Identify any immediate inefficiencies or blockers in the team's processes. Suggest minor, non-disruptive improvements that show your leadership focus while respecting existing workflows

#### 4. Build Communication Channels:

- a. Set up regular check-ins with team members ensuring smooth communication
- b. Establish or enhance team meetings focused on collaboration and knowledge sharing

### BY DAY 60: DRIVING TEAM DEVELOPMENT AND PERFORMANCE

#### 1. Delegate Technical Ownership:

- a. Gradually transition the team's technical leadership to senior engineers or team leads. Trust their expertise and encourage them to make technical decisions, offering guidance only as needed
- b. Involve yourself more in higher-level technical discussions and road mapping rather than day-to-day coding tasks

#### 2. Mentor and Develop Team Members:

- a. Provide tailored mentorship based on your deep understanding of the team's challenges. Help team members grow technically and professionally, setting clear development goals and offering feedback
- b. Encourage participation in code reviews, design discussions, and cross-functional collaboration

#### 3. Identify and Prioritize Technical Debt:

- a. Work with the team to identify areas of technical debt or codebase improvement opportunities, focusing on long-term maintainability. Create a strategy to balance these with ongoing feature development

#### 4. Start Measuring Key Metrics:

- a. Introduce or refine metrics to track team performance (e.g., velocity, bug resolution time, or code quality indicators). Start using these metrics to provide feedback and guide process improvements

#### **BY DAY 90: ESTABLISHING YOURSELF AS A STRATEGIC LEADER**

##### **1. Focus on Team Autonomy:**

- a. Ensure that the team operates independently with minimal reliance on you for day-to-day technical decisions. Your goal should be to mentor and guide while the team runs smoothly in your absence
- b. Set up frameworks or processes that allow the team to self-manage areas like bug handling, code ownership, and collaboration with other teams

##### **2. Align Team Goals with Organizational Objectives:**

- a. Work closely with leadership and other managers to align your team's roadmap with the broader organization's goals. Communicate these objectives to the team and show how their work ties into the company's success

##### **3. Initiate a Larger Process Improvement:**

- a. Based on insights from the first 60 days, implement a major process improvement. Ensure the team's buy-in for these changes

##### **4. Prepare for Long-Term Strategic Leadership:**

- a. Begin planning for the team's future growth, including potential hiring, up-skilling, or evolving technical responsibilities. Propose strategies for scaling the team's impact or introducing new technologies
- b. Establish yourself as a key leader by participating in cross-functional projects and helping drive company-wide initiatives