My 30-60-90 Day Plan

Prepared by: Elia Ahadi
Prepared for: Saif Amin, Narindar Singh, John Reading at Fannie Mae
Role: Technical Product Manager - Climate Risk
Date: Oct 30, 2020

Description

This 90 day plan is prepared for the Technical Product Manager - Climate Risk role at Fannie Mae.

Define The Goal

The goal is to develop tools to assess risk for climate change affecting Fannie Mae products.

There are three items to note when joining a new team which are:

1. Business, understand it and what I'm trying to accomplish to help with it
2. Infrastructure, learn what has been done and being done
3. People/tech, get to know everyone and tech stack

SWOT Analysis

- Strengths - Prior experience with disaster relief such as floods and wildfires provide a precedent for climate risk products
- Weaknesses - Climate risk can vary so detailed risk that's adaptive will be needed
- Opportunities - Assess homes that can be protected properly for less risk due to climate
- Threats - Other competitors could be favored as well as customer's views of future climate risk products could be less favorable if risk isn't assessed accurately

Days 1–30

Focus

Learning

Priorities

- Get up to speed on my role, team, and the company as a whole
- Understand the expectations my manager has for me, learn how the internal processes and procedures currently work

- Start to explore some of the challenges facing the company and my role

Learning Goals

Goal 1: Read all of the relevant internal materials available to me on the company wiki or drive and ask my manager for recommendations of articles and reports I should review.

Metric: Reading completed

Goal 2: Get access to the IT accounts I'll need to do my job.

Metric: Task completed

Goal 3: Use/understand product by using it or understanding how customers use it.

Metric: Task completed

Performance Goals

Goal 1: Set clear expectations of role and build trust with stakeholders looking for quick wins such as bug triage or something else cutting into productivity.

Metric: Task completed

Goal 2: Ask my manager for feedback on my output and performance. Document the feedback so I can incorporate it in my future performance.

Metric: Task completed

Personal Goals

Goal 1: Meet with my manager and as many other new coworkers as possible. Introduce myself and learn about their roles within the organization.

Metric: Five meetings held

Goal 2: Set up recurring meetings with everyone I'll need to work with on a regular basis.

Metric: Regular meetings set and attended

Days 31–60

Focus

Contributing

- *Perform my role at full capacity, with a decreased need for guidance*
- *Start to explore how I can make a unique impact within my role and the company*

Learning Goals

Goal 1: Complete an online training course to learn how to better utilize our customer relationship management platform.

Metric: One course completed

Goal 2: Shadow a seasoned member of the team or listen in on at least three of their customer calls, and document what I learn from observing their approach.

Metric: Task completed

Performance Goals

Goal 1: Ask a seasoned member of the team to observe features to prioritize and give me feedback about how I can improve.

Metric: Task completed

Goal 2: Review product backlog and product roadmap and prioritize critical features.

Metric: Task completed

Goal 3: Ask for feedback from my manager and coworkers, and document the feedback so I can incorporate it in the future.

Metric: TBD

Personal Goals

Goal 1: Schedule coffee or lunch/virtual with someone from the company I haven't gotten to know yet.

Metric: Task completed

Days 61–90

Focus

Taking initiative

Priorities

- *Start assuming more autonomy and finding small ways to practice leadership skills*
- *Start to explore goals for the rest of the year*

Learning Goals

Goal 1: Analyze my performance so far and establish key metrics I care about for the product(s) I'm working on. Implement a test to try to improve that metric.

Metric: Task completed

Goal 2: Identify and sign up for an online course, conference, or webinar that will aid in my professional development.

Metric: One conference, course, or webinar signed up for

Performance Goals

Goal 1: Perform my core responsibilities at a higher level based on the metrics I outlined, such as prioritizing features and proposing an outlook on the product roadmap for next quarter.

Metric: TBD

Goal 2: Develop an idea for a new project or initiative I can spearhead, and pitch it to my manager.

Metric: Task completed

Goal 3: Complete the project/initiative I outlined and get feedback from key stakeholders.

Metric: Project/initiative completed and feedback received from three key stakeholders.

Personal Goals

Goal 1: Get involved extracurricularly within the company by signing up for the corporate volunteer day or a company-sponsored club.

Metric: One activity signed up for

Conclusion/Next Steps

In summary, my 90 day plan consists of:
- First 30 days learning about product and processes
- Second 30 days contributing what needs to be done with relevant stakeholders
- Third 30 days is taking initiative with prioritizing features that can be launched with product roadmap

I truly believe I can provide immediate impact on day one and would love the opportunity to be able to prove myself for this role at Fannie Mae.

I'd be happy to answer any questions you may have. Please feel free to contact me at elia.ahadi@gmail.com or 717 440 0202.

Thank you,
Elia