

# Strategies for Your First 90 Days in a New Job

with Madeline Mann



## 90-Day Plan Document

Department Overview	
Sub-Functions	
<i>Which teams are within your department?</i>	<i>Describe the responsibilities of the sub-function</i>
Authority/Ownership	
<i>Name</i>	<i>Which decisions roll up to which responsible individuals?</i>
Team Goals and Initiatives	
	<i>What major initiatives appear on your team's goals?</i>
Key Meetings	
<i>Name of meeting</i>	<i>Brief Description. Meetings to include: Team meetings, project meetings, one on ones, etc.</i>
Important Instant Message Channels and Email Groups	
	<i>What instant message channels and email channels should you be in and what is their purpose?</i>

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Role Expectations	
Key Areas	Context
EX) Acquisition Marketing	Responsible/accountable for building, executing, and optimizing an omni-channel, channel-agnostic, online and offline marketing acquisition strategy, aligned with key investment efficiency targets (CPA, LTV, etc.), to accelerate membership growth across all product lines.

Listening Tour			
Context: The goal of these sessions is to spend time with a broad cross-section of the company to listen, learn, and build relationships.			
Name	Title	Context	Timing
Who to meet with		Why should you meet them? What should you ask about? How will you likely be working with this person?	First week? First month?


90 Day Goals	
Objective	Context
At 30 Days	
	<i>These are most likely learning goals around meeting people, understanding the business, and becoming familiar with your role.</i>
At 60 Days	
	<i>These are likely projects that would be directly in your wheelhouse and easy to complete with limited information about the company.</i>
At 90 Days	
	<i>What should you achieve to launch you into full velocity in the next 3 months?</i>

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Miscellaneous Tasks			
<u>Context:</u> These are miscellaneous tasks to complete during the course of your onboarding.			
Function	Details	Timing	Status
EX) Set up account on expense platform	This is to submit work and travel expenses.	First Week	Complete

Relevant Assets and Documents	
Department Specific	
Category Title  EX) User Needs Research	Include links to reference material you will need for your role <ul style="list-style-type: none"><li>• [Link to research on the B2B product from this year]</li><li>• [Link to research on the B2C product from this year]</li><li>• [Link to summary deck of user needs research]</li></ul>
Company Knowledge	
EX) Mission, Vision, and Values	<ul style="list-style-type: none"><li>• [Links to key decks and internal wikis with information]</li></ul>