

“...a brief summary (one to two pages, tops) of actionable items that will be accomplished in 30, 60, and 90 days on the job. [Candidates] should do the best they can with the information that they’ve been given.” -Adam Robinson, *The Best Team Wins*

At the end of 90 Days I will:

- Overall Goal 1: [have transitioned from being pulled by the team to pulling the team]
- Overall Goal 2: [turn the words YOU and ME into US]
- Job Specific Goal:
 - SRE Example:-Build SRE team and make SRE+company integration plan to the company
 - Cyber Engineer example: Consolidate SIEMs across subnets
 - Marketing Example: Defined 4-quarters worth of campaigns
 - Sales Example: Identified \$XYZ worth of qualified funnel

Specifically, I will

- Know:
 - People
 - Invested 1-on-1 time with everyone in my chain
 - Invested 1-on-1 time with most of my lateral peers
 - Built relationships with the appropriate contacts in legal, finance, and talent management and have them on speed dial
 - Helped onboard or hire at least one other person
 - Identify my own strengths and any new weaknesses
 - Identify my team’s strengths and weakness
 - Process
 - Understand how the company works
 - Have documented processes I come across
 - Understand how my efforts impact the company’s bottom line
 - Understand company-internal consumers my products/services/reports
 - Understand RACI across both my team and the organization
 - Technology
 - Understand the company’s products and/or services
 - Understand how offerings interact
 - Understand which offerings are the most/least profitable
 - Understand my specific product/service from the customer point of view
 - Understand how to operate my product or service at the individual contributor level
- Be able to:
 - Fully able to prioritize efforts within my slice of the organization
 - Job role
 - Assumptions
 - Completed any required training
 - Understand job role including scope, objectives, duties, and responsibilities
 - Understand friction
 - Be comfortable in my job role which requires being uncomfortable very early
 - Have a 90% continuity log built including local lexicon and definitions, goals for job role, processes, and lessons learned. This will continue to grow over time
 - Specific job role
 - Identified X1# investable companies
 - Responded to Y1# breaches
 - Analyzed Z1# incidents
 - Reversed X2# malware samples
 - Developed Y2# tools
 - Briefed senior leadership Z2# times

- Led X3# of training events
 - Understand and apply any compliance-related issues within the company or industry
 - o Fully understand current posture, understand where my slice is going, and planned how to get there
 - Identified # of actionable changes
 - Develop strategy, implementation, and maintenance through activities, outcomes, and deliverables
 - Identify high payoff quick wins

At the end of 30 days

- Overall goal at 30 days:
- Week 1 Focus: XXXXX
 - o Thing 1
- Week 2 Focus: XXXXX
 - o Thing 1
- Week 3 Focus: XXXXX
 - o Thing 1
- Week 4 Focus: XXXXX
 - o Thing 1

Metric	30-Day Target

At the end of 60 days

- Overall goal at 60 days:
- Week 1 Focus: XXXXX
 - o Thing 1
- Week 2 Focus: XXXXX
 - o Thing 1
- Week 3 Focus: XXXXX
 - o Thing 1
- Week 4 Focus: XXXXX
 - o Thing 1

Metric	60-Day Target

At the end of 90 days:

- Overall goal at 90 days:
- Week 1 Focus: XXXXX
 - Thing 1
- Week 2 Focus: XXXXX
 - Thing 1
- Week 3 Focus: XXXXX
 - Thing 1
- Week 4 Focus: XXXXX
- Thing 1

Metric	90-Day Target