

PROGRAM MANAGEMENT 30-60-90 DAY PLAN

INNOVANTAGE TECHNOLOGIES,
LLC.

MAY 2024



**INNOVANTAGE
TECHNOLOGIES**

30-60-90 DAY PLAN

**First 30 Days:
Learning and
Integration**

**Next 30 Days
(31-60):
Contribution and
Optimization**

**Final 30 Days
(61-90):
Leadership and
Strategic Planning**



FIRST 30 DAYS: UNDERSTAND COMPANY, TEAM, AND PROJECTS

Company

Company and Industry Acclimatization

- Study Company's mission, values, products, and services.
- Understand the company's industry, including key competitors and market trends.

Team

Team and Stakeholder Engagement

- Meet with key stakeholders (executives, team members, clients).
- Understand the team structure, roles, and responsibilities.
- Schedule one-on-one meetings with key stakeholders to build relationships and understand their current projects and challenges.

Projects

Project Onboarding

- Review current projects, including timelines, milestones, budgets, and key deliverables.
- Analyze project management tools and methodologies currently in use.
- Identify any immediate issues or risks in ongoing projects.

FIRST 30 DAYS:

TRAINING AND PMO REQUIREMENTS



Training & Systems Familiarization

Complete any mandatory training sessions.

Familiarize with internal systems and tools (e.g., project management software, communication tools).



Understanding PMO Requirements

Review PMO guidelines and requirements from the parent company.

Meet with PMO representatives to understand reporting structures, compliance requirements, and best practices.

Assess how current projects align with the parent company's PMO standards.

NEXT 30 DAYS:

CONTRIBUTE AND
IDENTIFY AREAS
FOR IMPROVEMENT

1

Project Management and Execution

- Begin taking an active role in ongoing projects.
- Ensure projects are on track by reviewing progress and adjusting plans as necessary.
- Address any immediate project risks or issues identified in the first 30 days.

2

Process Evaluation and Improvement

- Analyze current project management processes and methodologies.
- Identify areas for improvement in workflows, communication, and resource allocation.

3

Team Development and Support

- Provide support and guidance to team members.
- Begin implementing any necessary changes to improve team performance and morale.

Days 31 - 60

Stakeholder Communication

- Establish regular communication channels with key stakeholders.
- Provide updates on project statuses and any improvements being implemented.

Aligning with PMO Requirements

- Develop a plan to align Natera's project management practices with the parent company's PMO requirements.
- Implement any immediate changes needed to meet PMO standards.
- Communicate PMO requirements and changes to the team.

FINAL 30 DAYS:

LEAD INITIATIVES AND PLAN FOR LONG- TERM SUCCESS

Strategic Planning

- Develop a strategic plan for the next 6-12 months for your program area.
- Align the strategic plan with Natera's broader business goals and objectives.

Implementation of Improvements

- Start implementing approved process improvements.
- Monitor the impact of changes and adjust as needed.

Leadership and Mentorship

- Take a proactive role in mentoring and developing team members.
- Foster a culture of continuous improvement and collaboration.

FINAL 30 DAYS:

KPI'S AND PMO COMPLIANCE

Performance Measurement and Reporting

- Establish key performance indicators (KPIs) to measure project success and team performance.
- Develop a regular reporting framework to track progress and communicate it to stakeholders.

Ensuring PMO Compliance

- Ensure all projects are fully compliant with the parent company's PMO requirements.
- Conduct regular reviews and audits to maintain adherence to PMO standards.
- Report on PMO compliance status to senior management and stakeholders.

DELIVERABLES

First 30 Days

- A summary report of the company's current project portfolio.
- Initial observations on team dynamics and project workflows.
- A list of immediate questions or concerns regarding ongoing projects.
- A summary of PMO requirements and how current practices align with them.

Next 30 Days

- A detailed plan for process improvements.
- A status report on ongoing projects with identified risks and mitigation strategies.
- Recommendations for training or tools that could benefit the team.
- An alignment plan for integrating PMO requirements into current practices.

Final 30 Days

- A comprehensive strategic plan for your program area.
- Documented process improvements and their impact.
- A performance measurement framework with defined KPIs.
- Regular status reports and updates for stakeholders.
- A PMO compliance report highlighting alignment and areas for continuous improvement.



THANK YOU

Kimberly Wiethoff - 2024

