



Crafting an Effective 30-60-90 Day Plan for a Program Manager Role

A 30-60-90 day plan outlines goals and actions for the first three months in a new role. It helps build a strong foundation, identify key projects and stakeholders, and measure progress.

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Why Create a 30-60-90 Day Plan?

- **Build a Strong Foundation**
Understand the organization's culture, processes, and expectations.
- **Identify Key Projects and Stakeholders**
Establish relationships and begin contributing effectively.
- **Measure Progress and Adapt**
Regularly assess achievements and adjust approach as needed.



The 30-Day Plan: Laying the Groundwork

1

Understand the Organization

Familiarize with company's mission, vision, and values. Review organizational structure and meet key team members.

2

Learn the Processes

Study existing program management processes and methodologies. Understand tools and software used for project tracking.

3

Build Relationships

Schedule introductory meetings with team members, stakeholders, and leadership. Attend team meetings and observe dynamics.

30-Day Plan: Actions and Deliverables

Actions

- Complete formal onboarding processes
- Review company handbooks and project documents
- Shadow current projects and program activities

Deliverables

- Comprehensive onboarding report
- List of critical documents reviewed
- Stakeholder map identifying key team members



The 60-Day Plan: Taking Initiative



Assess Current Programs

1 Evaluate ongoing projects for status, risks, and performance. Identify areas for improvement.

Develop a Strategic Plan

2 Outline short-term and long-term goals. Define key performance indicators (KPIs) and success metrics.

Foster Collaboration

3 Strengthen relationships with cross-functional teams. Establish regular communication channels.

60-Day Plan: Actions and Deliverables

Program Audit

Review active projects, including timelines, budgets, and resource allocations.

Stakeholder Analysis

Map key stakeholders and their expectations. Plan effective relationship management.

Quick Wins

Identify and execute on quick wins to build credibility and momentum.



The 90-Day Plan: Driving Results



90-Day Plan: Actions and Deliverables



Process Optimization

Introduce new tools or processes identified during the first 60 days.



Performance Reviews

Conduct initial performance reviews with your team.



Regular Updates

Establish a cadence for reporting progress to stakeholders.





Metrics for Success

30

Days

Number of key documents reviewed and meetings conducted.

60

Days

Completion of program audits and strategic plan draft.

90

Days

Successful implementation of new processes and regular progress reports.



Conclusion: Path to Success

A well-crafted 30-60-90 day plan ensures a successful transition into a new program manager role. Set clear goals, take strategic actions, and measure progress regularly to build a solid foundation and drive improvements.