30-60-90 day plan

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A simple plan for a new joiner's first three months. Agree it with the manager in week one, and review it at each stage.

Name | Role | Manager | Start date

Days 1 to 30: Learn

Understand the role, people and ways of working

Goals

Example: learn the main processes and tools

People to meet

Success looks like

Days 31 to 60: Contribute

Start doing real work with support

Goals

Example: handle routine tasks on your own

Learning and support

Success looks like

Days 61 to 90: Own

Work independently and add value

Goals

Example: lead one small improvement

Where I need help

Success looks like

Check-ins

☐ Day 30 ☐ Day 60 ☐ Day 90

Agreed next steps after day 90