

# PM First 90 Days Plan Template

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Role: [Your Title]  
Start Date: [Date]

Team Size: [Number of people]  
Key Stakeholders: [List 3-5 main people you'll work with]

## Days 1-30: Listen & Learn

### Week 1: Get Oriented

**Goal:** Understand the basics without trying to change anything

**Key Actions:**

- Meet with your manager to understand expectations
- Schedule 1:1s with each team member (30 mins each)
- Review current project documentation
- Attend existing meetings to observe dynamics
- Set up your project management tools/access

**Questions to Ask Everyone:**

- What's working well right now?
- What's the biggest challenge you're facing?
- What would you want a new PM to know?
- Who else should I talk to?

### Weeks 2-4: Map the Landscape

**Goal:** Understand how things really work (vs. how they're supposed to work)

**Key Actions:**

- Meet with key stakeholders outside your team
- Review past project outcomes and lessons learned
- Understand current processes and workflows
- Identify the informal influencers and decision-makers
- Document what you're learning (keep notes!)

**End of Month 1 Checkpoint:** *Write 2-3 sentences about what you've learned that surprised you*

## Days 31-60: Build Relationships & Quick Wins

### **Focus: Earn Trust Through Small Improvements**

*Goal: Make things slightly better without disrupting what's working*

#### **Key Actions:**

- *Implement 1-2 small process improvements based on feedback*
- *Start regular team check-ins or standups*
- *Improve communication flow (better updates, clearer documentation)*
- *Address one obvious pain point that's easy to fix*
- *Begin building stronger stakeholder relationships*

#### **Quick Win Ideas:**

- *Streamline a recurring meeting*
- *Create a simple project dashboard*
- *Improve how information gets shared*
- *Solve a small but annoying problem everyone complains about*

**End of Month 2 Checkpoint:** *What quick win had the biggest positive impact?*

## Days 61-90: Start Leading Change

### **Focus: Implement Bigger Improvements**

*Goal: Make meaningful changes that show your value as a PM*

#### **Key Actions:**

- *Launch one significant process improvement*
- *Establish clear project tracking and reporting*
- *Address a larger challenge you identified in month 1*
- *Begin planning for longer-term improvements*
- *Gather feedback on your performance so far*

#### **Bigger Changes to Consider:**

- *Improve project planning or estimation processes*
- *Enhance stakeholder communication and reporting*
- *Implement better risk management*
- *Streamline handoffs between teams*

- *Establish clearer success metrics*

**End of Month 3 Checkpoint:** *What's your biggest accomplishment in your first 90 days?*

## Your 90-Day Success Metrics

### **Relationship Building:**

- *Built trust with team members*
- *Established good working relationships with key stakeholders*
- *Understood team dynamics and communication styles*

### **Process Improvement:**

- *Implemented at least 2-3 small improvements*
- *Launched 1 significant process change*
- *Made projects more predictable or efficient*

### **Value Delivery:**

- *Solved problems people actually cared about*
- *Made someone's job easier or better*
- *Improved project visibility or communication*

## Common First 90 Days Mistakes to Avoid

### **Don't:**

- *Try to change everything at once*
- *Dismiss existing processes before understanding why they exist*
- *Make promises you can't keep*
- *Skip the listening phase*
- *Assume you know what the problems are*

### **Do:**

- *Ask lots of questions*
- *Acknowledge what's working well*
- *Start with small, visible improvements*
- *Focus on making others successful*
- *Document and share what you learn*

# Weekly Check-In Template

*Use this each week to stay on track*

***This week I learned:***

***This week I accomplished:***

***Next week I will focus on:***

***I need help with:***

## End-of-90-Days Reflection

***What went better than expected?***

***What was harder than expected?***

***What would you do differently?***

***What are your priorities for the next 90 days?***

## Quick Tips for Success

- ***Listen more than you talk*** in your first month
- ***Focus on people before processes*** - relationships matter most
- ***Celebrate small wins*** - acknowledge improvements publicly
- ***Stay curious*** - ask "why" and "how" questions
- ***Be patient*** - meaningful change takes time