Achievements unlocked:

The potential of 30-60-90 day plans

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chord

YOUR SPEAKER

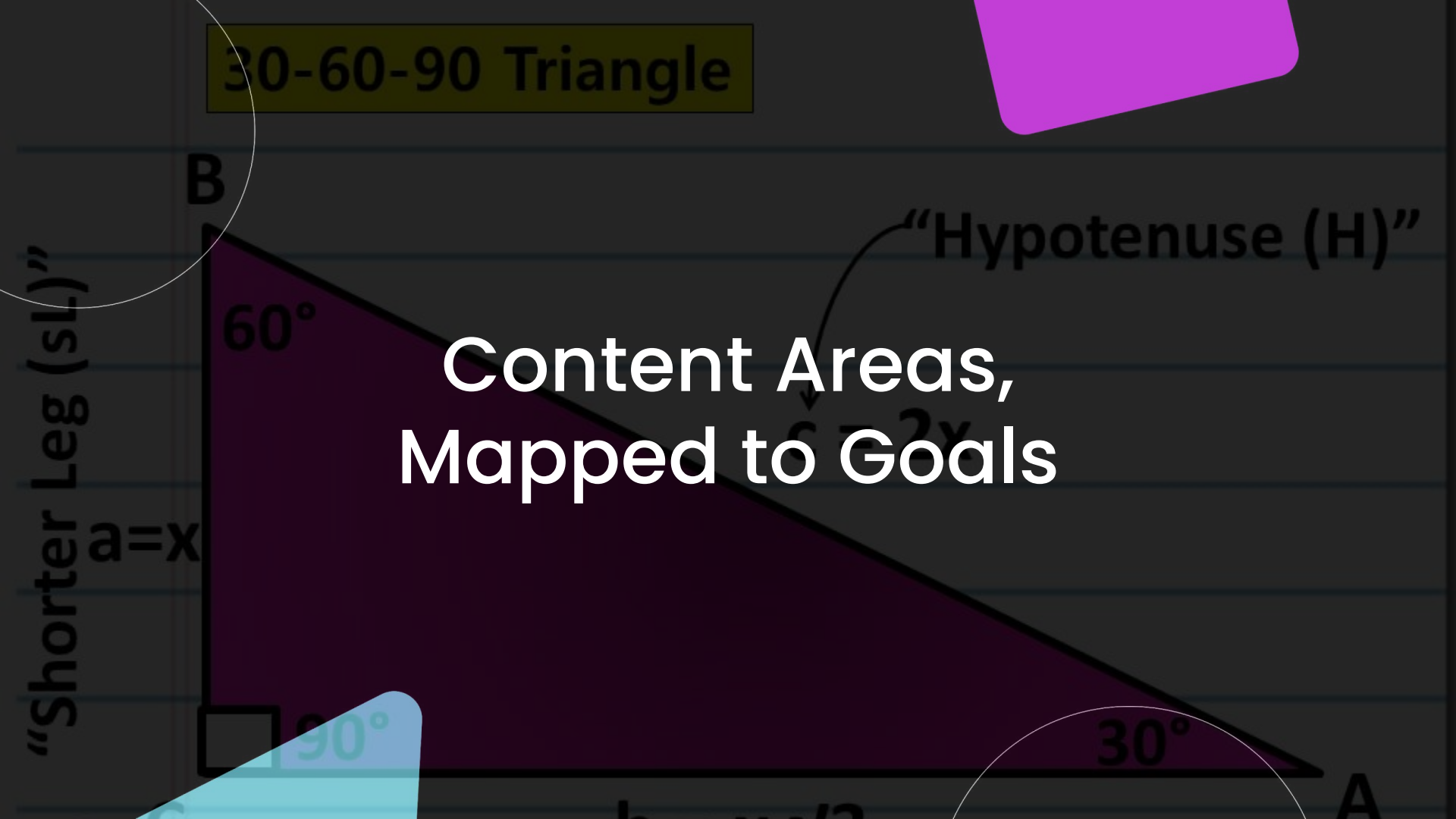
- Director of Engineering, Chord Commerce
- Leadership coach
- “A pretty good mom”
- Prior: Mailchimp, Joint Genome Institute, Minted, Nextrials
- Personal Values: Integrity, Kindness, Curiosity

PROBLEM STATEMENT

- **Problem:** The first 90 days is a “trial period” for *you* as much as it is for your New Hire, and most companies do not have department- or team-specific onboarding curricula.
- **Impact:** “Nature abhors a vacuum: whenever people do not know the truth, they fill the gaps with conjecture.”
- **Opportunity:** A clear, generous 30-60-90 day plan can be your chance to introduce yourself and the team in your own authentic voice.

As a [NEW HIRE], I want a [30-60-90 DAY PLAN], so I can [ANSWER THESE EXISTENTIAL QUESTIONS].

- ❑ Where am I?
- ❑ Why me?
- ❑ What do I need in order to succeed?
- ❑ What does each of my team members need, and how can I help them?
- ❑ When/how do we interface with each other?



Content Areas, Mapped to Goals

CONTENT AREAS, MAPPED TO GOAL

1. Manage Expectations

Your KPI:
New Hire feels like they made the right choice.

CONTENT AREAS, MAPPED TO GOAL

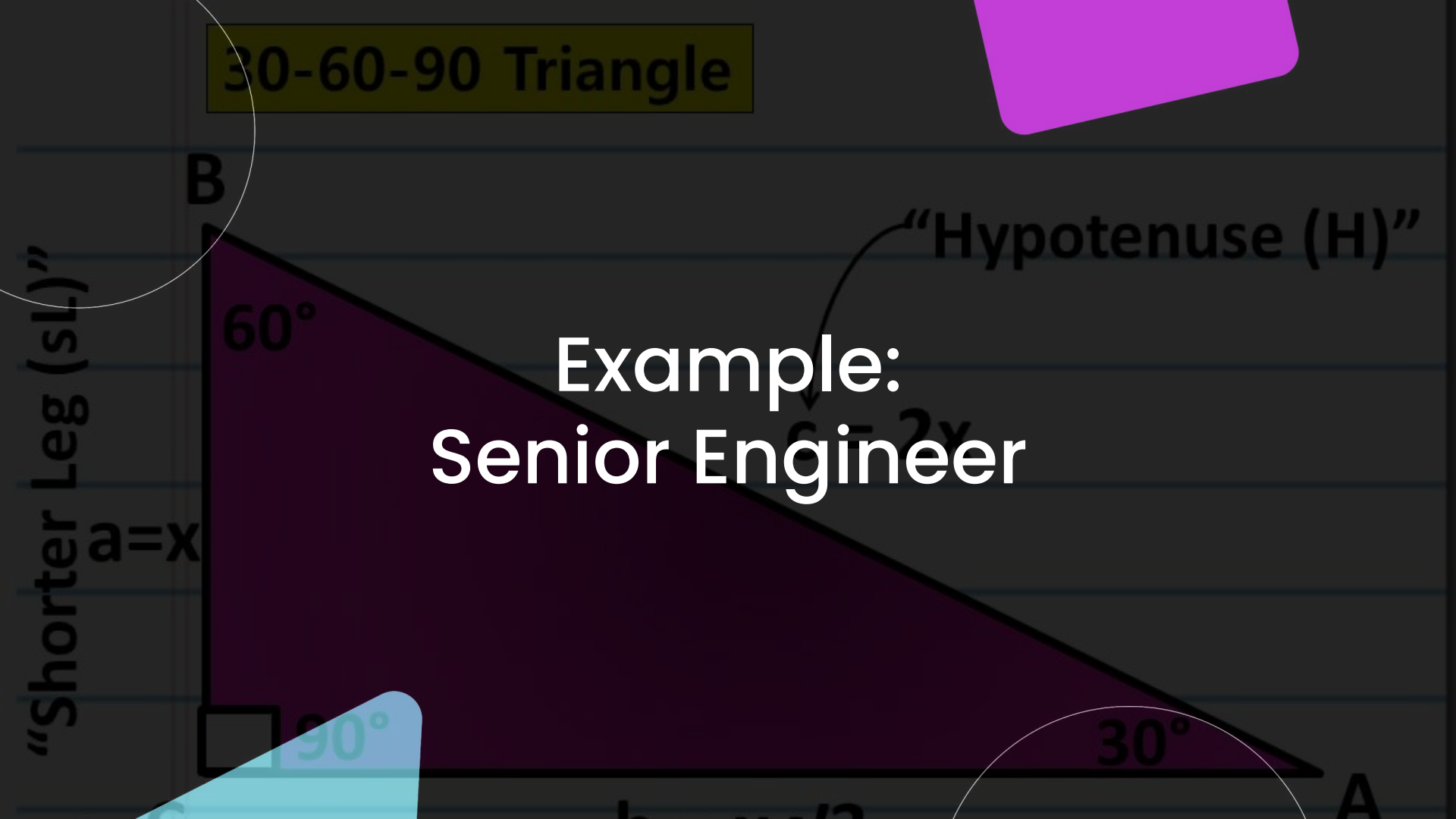
2. Set the Tone

Your KPI:
New Hire knows what success looks like and has the tools to achieve it.

CONTENT AREAS, MAPPED TO GOAL

3. Introduce Yourselves

Your KPI:
New Hire knows your role, your communication preferences, and your values.

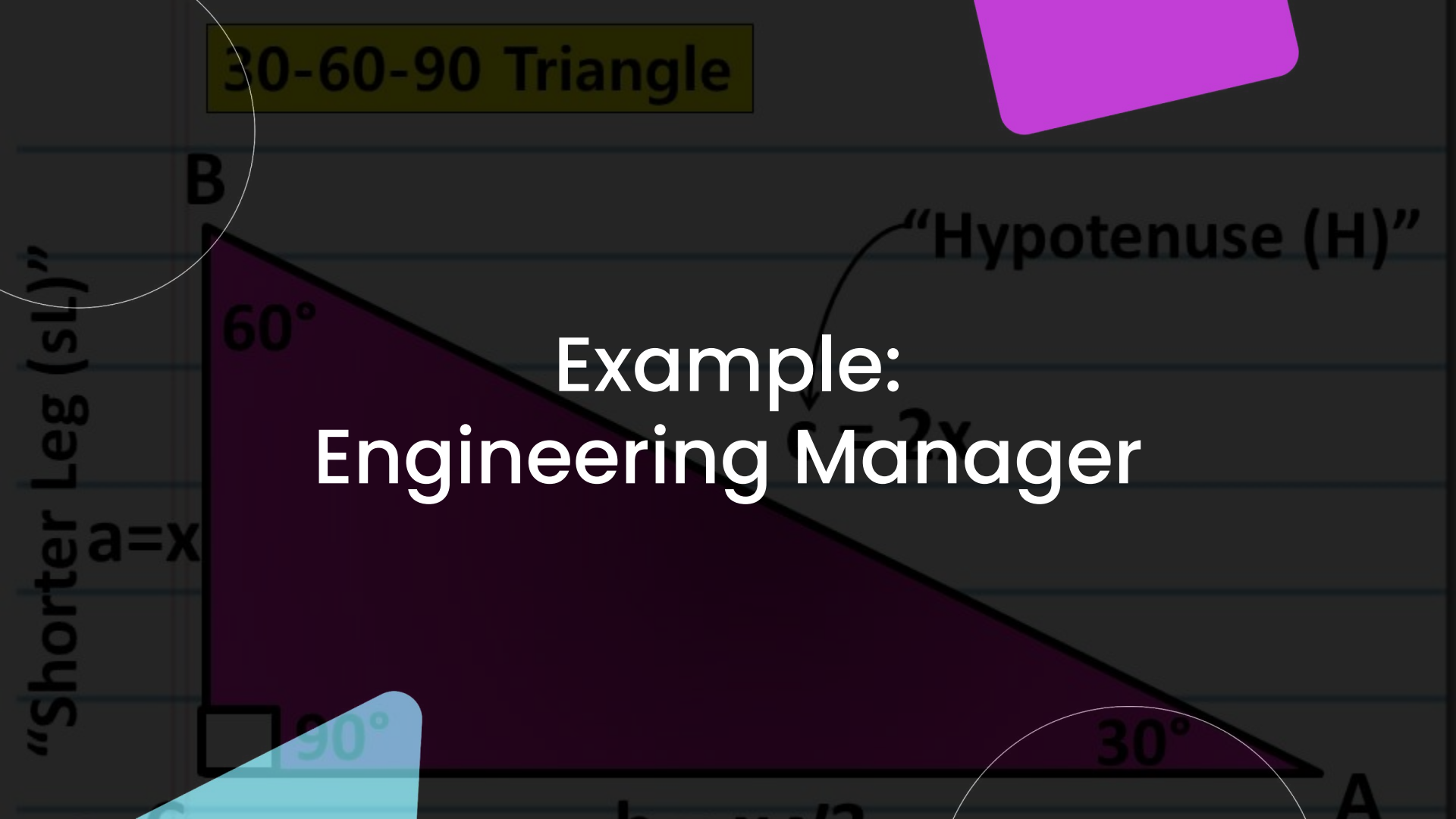


Example:
Senior Engineer

CARLOS' FIRST 90 DAYS

Welcome to CompanyX, Carlos!

	DAYS 1-30	DAYS 31-60	DAYS 61-90
	Acclimatize	Prepare	Impact
HUMAN	❑ Meet your onboarding buddy ❑ Company strategy ❑ Get on meeting invites	❑ Rate yourself on the career ladder ❑ Update team wiki	❑ Submit your first prof. development proposal ❑ Plan your first day off
CRAFT	❑ Learn about our SDLC ❑ Security + Incident Training ❑ Set up your dev environment	❑ Start commenting on PRs ❑ FE Component Library training ❑ Write your first tech spec	❑ Shadow your first on-call shift ❑ Give your first team demo
LEADERSHIP	❑ Set up 1:1s with: manager, peers, x-functional partners, other FE devs	❑ Join ERGs and/or working groups	❑ Set up 90 day retro w/ manager
PRODUCT	❑ Watch a product or sales demo ❑ Read product roadmap ❑ Shadow customer support	❑ Observe UX interviews ❑ Gain access to metrics dashboards and databases	❑ Commit your first bug fix/feature



Example: Engineering Manager

MINA'S FIRST 90 DAYS

Welcome to CompanyX, Mina!

	DAYS 1-30	DAYS 31-60	DAYS 61-90
	Acclimatize	Prepare	Impact
HUMAN	❑ Meet your onboarding buddy ❑ Company strategy ❑ Get on meeting invites	❑ Rate yourself on the career ladder ❑ Update team wiki	❑ Submit your first prof. development proposal ❑ Plan your first day off
CRAFT	❑ Learn about our SDLC ❑ Security + Incident Training ❑ Get to know your people	❑ Shadow your first interview ❑ Get to know your people	❑ Make and onboard your first hire ❑ Create first policy amendment
LEADERSHIP	❑ Set up 1:1s with: manager, reports, stakeholders, peers, x-functional partners	❑ Join ERGs, working groups, subcommittees ❑ Re-norm the team + publish to wiki	❑ Set up 90 day retro w/ manager + direct reports ❑ Present recommendations for headcount + leveling
PRODUCT	❑ Watch a product or sales demo ❑ Read budget + roadmap ❑ Shadow customer support	❑ Gain access to metrics dashboards and databases ❑ Run your first design session	❑ Shadow your first on-call shift

Next Steps

IF YOUR COMPANY ALREADY HAS A 30-60-90 DAY PLAN

- See if you can answer all the user story questions from the plan your company provides.
- Fill in missing pieces, or if your company is very formal, ways you can sneak more information in:
  - Addendum to the document
  - In the introductory email
  - Team wiki
  - Eventually, put in the work to make it official.
- Encourage your New Hire to submit corrections and additions.

IF YOU GET TO BE THE 30-60-90 DAY PLAN PIONEER

- Start simple, with 3 columns (30 days, 60 days, 90 days).
- Leave room for unexpected delays.
- Use existing company artifacts to guide the content of the rows.
- Over time, flesh out each checklist item. Let your New Hires see your work in progress.
- Perfect opportunity for developers to expand their sphere of impact.
- Genius Move: that developer is the New Hire.

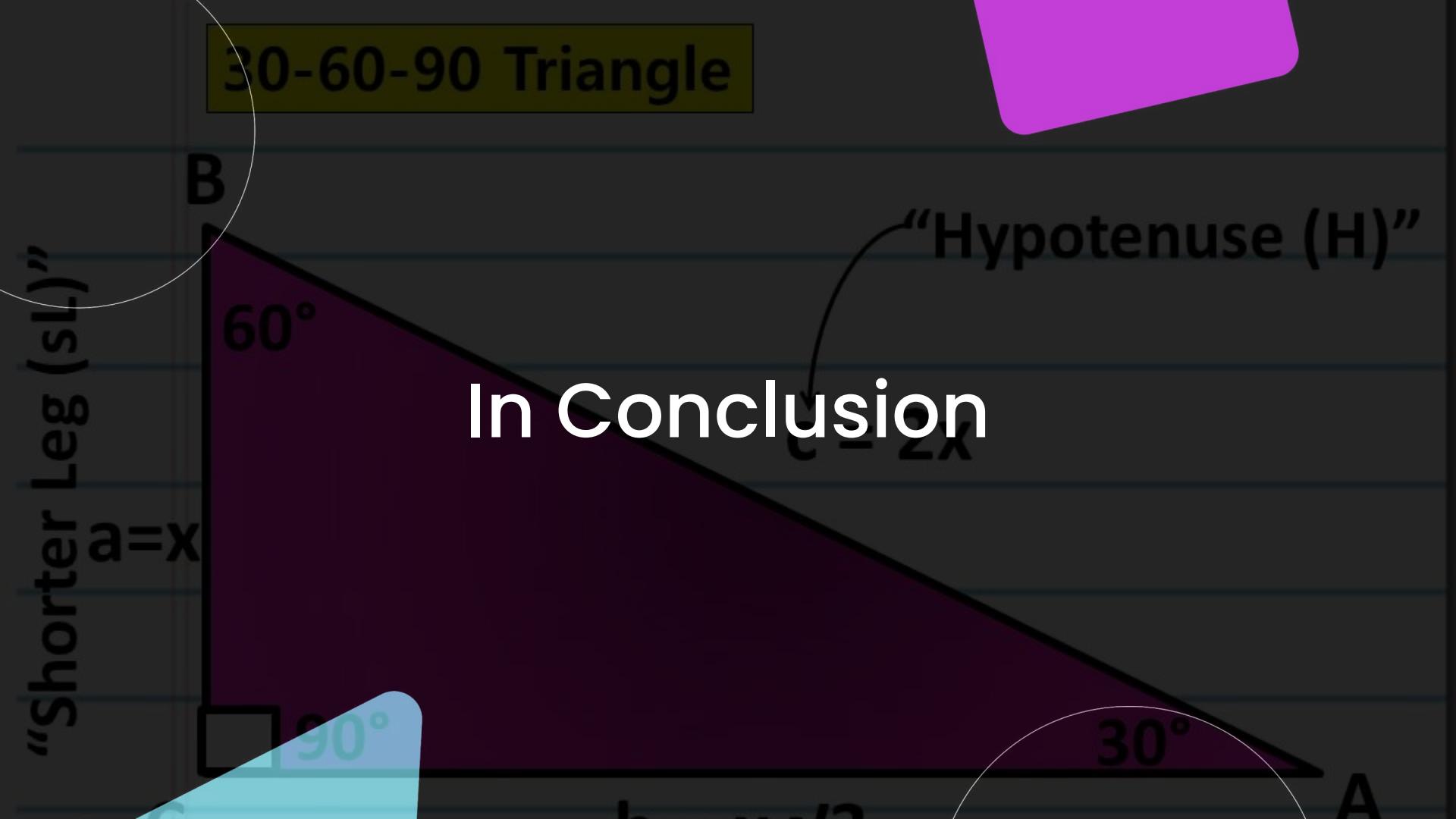
90 DAY RETRO QUESTIONS

Self Assessment

1. What accomplishments am I most proud of in my first 90 days?
2. What would I like to improve? Reflect on some situations/examples of where you could have handled something better. Include obstacles/barriers that keep you from doing your best.
3. What are some goals I'd like to work on? Include skills you want to develop or enhance, or knowledge or training you want to acquire.
4. Additional comments

Manager's Assessment

1. How has the team member excelled in the first 90 days?
2. What could the team member improve on?
3. How could the team member stretch even more, and what advice or training would you recommend?
4. Additional comments



In Conclusion

Thank you, LeadDev!

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