

90-day plan template

Welcome to the team, @mention employee

Congratulations and welcome to <company name>! We're really excited to have you on-board. This 90-day plan is designed to get you up and running in your new role as <role> in the <functional division> family.



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Meet your team

Your team	Extended team
<div><p>Teammate's name name@atlassian.com</p><p><input type="checkbox"/> add team member profiles</p><p><input type="checkbox"/> add team member profiles</p></div>	<div><p>Teammate's name name@atlassian.com</p><p><input type="checkbox"/> add team member profiles</p><p><input type="checkbox"/> add team member profiles</p></div>
Supporting team	Other people to meet
<p><input type="checkbox"/> @mention supporting members</p> <p><input type="checkbox"/> @mention supporting members</p>	<p><input type="checkbox"/> @mention others</p> <p><input type="checkbox"/> @mention others</p>

Guiding thoughts

1. **Give yourself the space to observe, learn, and think:** don't get sucked into the minutia of decision-making or project involvement too early. (There's plenty of time for that.) In your first 30 days, try to focus on getting comfortable and seeing how things work.
2. **Relationships matter:** By day 60, you'll be in execution mode, so in your first two months spend time meeting people and creating the foundations of great relationships.
3. **Seek first to understand:** Challenge why things are the way they are. There's always a reason, (sometimes not a good one), but learn as much as you can before critique too quickly turns to criticism.
4. **Ask questions:** People can't help you if they don't know what you're struggling with or curious about. Cultures based Open principles require full disclosure, as well as acceptance and respect for candor and courage.
5. Add your own guiding thoughts

Your first day

- Attend new employee training
- Get set up with your computer and systems
- Take the tour of the office
- Review your 90-day plan
- Have lunch with your buddy
- Write your intro blog
- add more items

90-day milestones

Outcome	How to get there
<i>I understand <company> goals, values, and culture</i>	<ul style="list-style-type: none"><input type="checkbox"/> Learn about <company> mission<input type="checkbox"/> Live the <company> values<input type="checkbox"/> Read our goals for the year<input type="checkbox"/> Learn about our personas<input type="checkbox"/> add more tasks here
<i>I know my team</i>	<ul style="list-style-type: none"><input type="checkbox"/> Schedule 1:1s with teammates and peripheral team members<input type="checkbox"/> Schedule 1:1s with your manager<input type="checkbox"/> Ask your manager to add you to appropriate Slack channels<input type="checkbox"/> Ask your manager to add you to team meeting invites<input type="checkbox"/> add more tasks here
<i>I know my role</i>	<ul style="list-style-type: none"><input type="checkbox"/> Read your team goals and understand which you will impact<input type="checkbox"/> Talk with your manager about your first assignment<input type="checkbox"/> add more tasks here
add other milestones here	<input type="checkbox"/>

Resources

- [Slack channels](#)
- [A guide to our acronyms](#)
- [How to ask for help](#)
- [Volunteering](#)