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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Quick links

- Technical Help Desk
- Experience Help Desk
- People and Team Directory
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Meet your team

Your team	Extended team
Teammate's name name@atlassian.com	**Teammate's name** name@atlassian.com
☐ add team member profiles ☐ add team member profiles	☐ add team member profiles ☐ add team member profiles
Supporting team	**Other people to meet**
☐ @mention supporting members ☐ @mention supporting members	☐ @mention others ☐ @mention others

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 understand <company> goals, values, and culture	☐ Learn about <company> mission ☐ Live the <company> values ☐ Read our goals for the year ☐ Learn about our personas ☐ add more tasks here
I know my team	☐ Schedule 1:1s with teammates and peripheral team members ☐ Schedule 1:1s with your manager ☐ Ask your manager to add you to appropriate Slack channels ☐ Ask your manager to add you to team meeting invites ☐ add more tasks here
I know my role	☐ Read your team goals and understand which you will impact ☐ Talk with your manager about your first assignment ☐ add more tasks here
add other milestones here	☐

Resources

- Slack channels
- A guide to our acronyms
- How to ask for help
- Volunteering