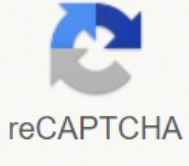




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100 day plan examples

As a veteran of leading multiple supply chain, sourcing and operational transformations in new roles, I am convinced of the necessity and value of utilizing a documented 100-day plan. This process promotes consensus on the future direction from the findings and sets the stage for long-term success in implementing new processes and tools in the future. Before accepting a new role, I make sure that my new manager understands my intentions with the 100-day plan and fully supports the process. Why is the documented plan critical and beneficial? Provides clarity in communications on what is ahead for your team and internal stakeholders Demonstrates accountability from the start - we do what we say we are going to do Gathers valuable input and buy-in from the team and key internal and external stakeholders Promotes a sense of urgency and establishes the need for change Keeps you personally on track as you are drinking from the fire hose in your new role Allows you to pivot to make directional changes in your approach as needed Suggested process Start with a high-level plan at the monthly level before walking in the door with a focus on key activities in the first month. Refine and define the remaining weeks after you start with input from team and stakeholders. Immediately begin setting up individual interviews with your team members and key stakeholders within the company. Prepare questions and send them to the interviewees ahead of the meeting. Key issues will be apparent as you go through your initial interviews. Schedule sessions to review any existing corporate and organizational strategic plans with appropriate leaders as soon as possible. Review available data and metrics to understand current performance. For missing key metrics, begin to track that data for analysis. Use appropriate tools to promote rapid learning about your team and the company. For example, I set up a team SWOT session in the first week to understand the team's view of the current situation. In addition to interviewing selected suppliers, internal stakeholders and customers, I send out brief surveys to rapidly gather additional input from these parties. I then compare the team's and stakeholder's perceptions to come up with a more balanced view of the current reality. Target completing a high-level strategic plan for the team by the end of the 100 days, which will include actions required to complete a more thorough strategic plan with a timeline. This forces you to start to address long term issues immediately, not putting them off to later. The strategy will be refined numerous times and depth added to it, but it gives a vision of the future for everyone to be a part of and see. Key outputs of the 100-day plan could include: An assessment on the team - talent, organizational structure, and required personnel actions. A prioritized process improvement plan Roadmap to improve current tools (including systems) and/or implementing new tools Initial KPIs to measure team performance which will include lagging and leading indicators. Financial investment requirements (if any) and ROI Vision and Mission statements for the team High-level, draft strategic plan for the team with an overall timeline and action plan for the next 3, 6 and 9 months with SMART goals Keys to success Communicate, communicate, communicate - with the team, stakeholders and company leaders throughout the 100-day period - answering questions, gathering input, clarifying expectations, and updating them on progress and findings. Involve as many team members as possible in the process. This is a great way to start your relationship with them and understand their capabilities by giving them stretch assignments from the start. Schedule the 100-day plan final presentation to leadership and key stakeholders at the start. Target to have a draft presentation completed at 90 days and spend the next 10 days refining the presentation by reviewing specific, relevant information with key stakeholders to avoid surprises and ensure buy-in. About the author: Taylor is an operational senior executive with over 30 years of progressive leadership roles in supply chain and operational roles where he gained leadership experience and skills at market-leading companies including Honda, Honeywell, HJ Heinz, Watts Water and Northern Power Systems. He was brought to several of these companies to lead major organizational transformations, enabling both revenue and profitability improvements. Taylor is recognized as a servant leader and can manage both the implementation of strategic plans and solving the tactical challenges in sourcing, supply chain, logistics, and operations organizations. Taylor can be reached at taylorkrobinson@gmail.com or on LinkedIn. By Indeed Editorial Team 5 October 2021 When you're starting a new job, the initial period can be the most important and the most challenging. This is why many people develop a first 100 days plan. This allows you to make the most of your initial months at a new job and also make a great impression on your new employer. In this article, we explain the importance of a first 100 days plan, how to develop your own and an example. First 100 days plan example Below is a first 100 days plan example, which has been broken up into 30-day, 60-day and 90-day sections. You can adapt this to your own needs or simply use it as inspiration: First 30 days: learning goals Understand the company's mission and vision, including its history and notable historic and current figures. Get used to my daily schedule and ensure consistency in my punctuality. Become acquainted with everyone in my department and their various responsibilities. Understand the company's branding and story. Prepare for design project assignments. Develop a daily list of responsibilities and tasks. Attend any and all meetings possible to become acquainted with the company's functions and culture. Research and familiarise myself with all of the company's major ongoing clients and prospective ones. Have lunch with at least one member of the design team. First 60 days: contribution goals Become an active contributor to the design team and demonstrate knowledge and familiarity with the company's design philosophy and unique branding. Meet with the head of design regarding project details for the future. Present a design pitch to prospective clients of the company. Make original contributions to the company's design aesthetic and its development. Become acquainted with the marketing, advertising and social media teams and their design needs. Develop a brand new design template, along with its associated benefits and potential uses. Shadow the head of design to learn more about the company, its structure and values. Start beating deadlines with increasingly high-quality work. Develop a positive relationship with the head of design. First 90 days: growth goals Lead a design meeting based on my own template or original idea. Secure new clients for my company based on unique pitch ideas. Complete at least one project from start to finish and ensure the head of design loves it. Start learning to use new design software which the company uses or which would add value. Take the graphic design team out to lunch or invite them over for dinner to build bonds. Seek opportunities to lead or mentor new candidates in anticipation of future leadership and growth. Related: All About a 30-60-90 Day Plan and How To Create One What is a first 100 days plan? A first 100 days plan is a structured approach to successfully concluding your first 100 days at a new job. You can use this to ensure that you meet all of your smaller goals, get used to the requirements and expectations of a new job, acquaint yourself with the workplace and people in it, and make a good impression on your new employer. This can be very useful for future advancement, as your initial impression can have positive effects for a long time. This plan typically consists of a timeline, along with a series of goals and mini-goals that you want to achieve by a certain point. This allows you to develop an incremental and measurable method of planning and assessing how successfully you've adapted to the new job and work environment. You can do this with existing templates, which you can adapt to your own needs or develop your own. Related: A Complete Guide To Starting a New Job Successfully Why is a 100 day plan important? These plans can be very useful for managing your expectations and priorities. A new job often involves a certain amount of uncertainty, and you're going to be meeting new people and getting used to new responsibilities. A 100-day plan can help you navigate this new environment by setting concrete yet achievable goals that align with both your own ambitions and the expectations of your new employer. This can help you ensure you're doing your job well, getting used to the new company culture, acquainting yourself with your new colleagues and positively contributing to the success of the organisation. A 100-day plan can also help you hold yourself accountable and is perhaps most often used as a measure of success. Because it typically consists of measurable, incremental goals, it's quite simple to determine how well you're doing. Consequently, these sorts of plans are often used and cited by everybody from interns to heads of state. Related: How to Create an Actionable Personal Development Plan How to develop your first 100 days plan Everyone's 100-day plan is going to be unique to them, although there are certain factors and approaches that can work for most. Below is a list of steps you can consider if you want to develop your own 100-day plan: 1. Review the job requirements Before you start a new job, it's often a good idea to check the details of the job requirements. This includes the initial job advertisement, any additional information you've been given by interviews and your employment contract. These give you the best idea of what's going to be expected of you once you start your new job, especially the employment contract. This information can be complemented by what you've learned during the interview process, including your impression of the people you've met and the work culture and environment. Use this information to develop a list of your most important daily responsibilities. You can then develop a parallel list of your long-term responsibilities, such as performance targets or the acquisition of additional competencies. If your work significantly impacts or supports the work of others, it can be important to take note of this as you develop your priority list. 2. Conduct additional research In addition to the explicit requirements and expectations stipulated in your employment contract and job description, you may find that there are other implicit expectations. These typically derive from the company's culture and history, so it's a good idea to familiarise yourself with both. You can also identify the individuals who've risen highest in the company hierarchy and other information which can indicate what the company values and rewards. This information can be used to adjust your list of priorities so that you prioritise those aspects of your job that are going to be the most valued. You can also do this during the interview process. Interviewers typically expect you to ask questions and may even ask you if you have any. Take this opportunity to learn about what the company values, what it looks for in an ideal candidate and the work environment in general. Related: What Is a Career Plan? (Plus How To Create One in 8 Steps) 3. Create a timeline Now that you have the necessary information, you can develop a 100-day timeline. Consider the various responsibilities and duties you're going to be expected to perform and set weekly, monthly and even daily goals to achieve and improve them. You can also split up your timeline into 30-day, 60-day and 90-day plans. At the end of your timeline, you want to have achieved a certain goal. This could be becoming totally integrated into the company structure, actively contributing to its success in a measurable way and becoming totally familiar with the organisation's structure, functions and personnel. 4. Set measurable goals Within your timeline, you can set certain goals that are measurable. These depend greatly on the job itself. They could be building certain relationships within the workplace or with the company's clients, reaching certain performance goals, becoming comfortable with the new workplace or simply becoming totally proficient at your daily tasks. Breaking up your 100 days into separate sections can help with this, such as: First 30 days: ** During your initial period at the new company, you can focus primarily on building relationships, learning the necessary skills and acquiring relevant knowledge. You can also acquaint yourself with the premises, personnel and various roles in the organisation. First 60 days: ** Once you've completed your first month, you can orient your goals toward making a genuine contribution. Focus on applying your new knowledge and familiarity with the company to making a measurable and noticeable contribution to the workplace. First 90 days: ** The final part of your plan can be oriented toward preparing and planning for future growth within the company. This could involve developing leadership skills, internal networking or mentoring new candidates yourself.

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