**Sample Onboarding Plan**

| **Onboarding Key Outcome** | **30 Day Status** | **60 Day Status** | **90 Day Status** |
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| Get up to speed on customer problems, solution set, and voice of customer |  |  |  |
| Create product vision and strategy |  |  |  |
| Effectively communicate vision and strategy with organization |  |  |  |
| Set/manage the product governance process, facilitate regularly scheduled governance committee meetings |  |  |  |
| Manage and coach a team of product managers both within the product organization and in business units to facilitate their professional growth and career progression |  |  |  |
| Ensure that product managers are correctly evaluating and prioritizing features for inclusion into each product’s roadmap based on business need |  |  |  |
| Build relationships and work closely with functional business teams, operations staff, and end users to identify key growth areas |  |  |  |
| Keep abreast of market developments and needs to be constantly seeking new opportunities for customers |  |  |  |
| Set the priorities and deliverables for the teams responsible for development, enhancements, and support to ensure timely delivery of quality products in an agile environment |  |  |  |
| Ensure that product managers are maximizing adoption and utilization with training and user communities |  |  |  |
| Maintain relevant metrics to track product performance and value realized for the business |  |  |  |
| Effectively oversee the cost budget for all products |  |  |  |
| Ensure GTM plans and sales enablement tools are complete and showcasing product benefit |  |  |  |
| Drive accountability for value recognition and business results |  |  |  |
| Assess team needs, skill sets, and plan to fill gaps; make decisions on hire/develop |  |  |  |
| Integrate into the company culture, lift up others |  |  |  |

| **Competencies to Develop in First 3 Months** |
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| CATEGORY | COMPETENCIES & SKILLS | STATUS |
| --- | --- | --- |
| Industry | Understand needs and industry trends, develop business acumen to fill gaps |  |
| Company | Understand our business model, operating model, services set (consulting and products), and productization strategy |  |
| Product | Understand our current product portfolio |  |

| **Weeks 1 & 2** |
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* Review onboarding plan and initial focus areas
* Complete 1:1 ‘meet & greet’ meetings with key team members
* Set up and familiarize yourself with tech platforms
* Fill out any additional employment forms and return to HR
* Attend team meetings
* Get familiar with reference and process materials

| **First 30 Days Review Meeting** |
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| What is going well?  Where do I need additional focus?  Where do I need additional help?  Where am I getting culture right / wrong? Continue, Start, Stop.  Revisit plan for next 60 days |
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