A ninety-day plan template can be used to easily see the issues that must be addressed immediately, within your area of responsibility or department. This creates high visibility on the things we need to accomplish. A plan is not the same as a set of goals. In order to write a 90-day business plan, explain the short-term goals first. Second, outline the plan, and then demonstrate the business outcomes. We are using a 30-Day; 60-Day; 90-Day approach. These are the high value items that will drive the business, you and your team forward. This is not a list of activities and goals. This is a results compass and report card.

Typically, there are goals in all areas of performance management: 1) Product or Programming; 2) People; 3) Process or Methodology; 4) Production (Revenue/Profit); 5) Special Projects. This represents 5 areas, but some of these may overlap or possibly not be applicable. If you have more than 3 core objectives, simply add to the template. 3 are ideal and please have no more than 5 core objectives, as we won’t get right if we expand too far. Remember tasks are not the goal here, tasks fit into a core objective. The focus is on the core objectives to drive the business forward.

**Name:**

**Position:**

**Department:**

**Date:**

**30 Days:**

***Objective 1:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 2:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 3:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 4:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 5:***

***Plan:***

***Resources Needed:***

***Due Date:***

**60 Days:**

***Objective 1:***

***Resources Needed:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 2:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 3:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 4:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 5:***

***Plan:***

***Resources Needed:***

***Due Date:***

**90 Days:**

***Objective 1:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 2:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 3:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 4:***

***Plan:***

***Resources Needed:***

***Due Date:***

***Objective 5:***

***Plan:***

***Resources Needed:***

***Due Date:***