90-Day Execution Plan

Translate strategic priorities into owned actions, milestones, and measurable results.

CLIENT / ORGANIZATION: _____ **PREPARED BY: Trey Germano / Ground to Oak**

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1. Outcomes & Operating Rhythm

90-day outcome	Describe the most important result expected by day 90. _____
Starting baseline	Current state and available measures. _____
Success measures	Metric, baseline, target, owner, and data source. _____
Decision-makers	Who can approve changes and resolve blockers. _____
Check-in rhythm	Weekly, biweekly, or monthly review cadence. _____

Days 1–30: Align & Prepare

Confirm priorities, establish baselines, resolve dependencies, and complete quick wins.

Action / milestone	Owner	Due date	Status	Evidence of completion
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]

Days 31–60: Implement & Learn

Execute core changes, test assumptions, gather feedback, and adjust.

Action / milestone	Owner	Due date	Status	Evidence of completion
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]

Days 61–90: Embed & Evaluate

Standardize what works, measure outcomes, transfer ownership, and plan next steps.

Action / milestone	Owner	Due date	Status	Evidence of completion
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]
[Complete]	[Complete]	[Complete]	[Complete]	[Complete]

4. Weekly Review & Blockers

Wins / progress	What moved forward since the last check-in?
At-risk items	What is late, blocked, or likely to miss its target?
Decisions needed	Decision, decision owner, and deadline.
Next-week commitments	Specific actions, owners, and due dates.

5. Day-90 Review

Results vs. targets	What changed? Include evidence, not just activity.
Lessons learned	What worked, what did not, and why.
Sustainability / ownership	Who maintains the improvements and how.
Next 90 days	What should continue, stop, or begin.