

The 90-Day Rock Planner

OWNER

QUARTER

DUE DATE

ROCK (AS WRITTEN)

WHAT DONE LOOKS LIKE

Stakeholders

CONSULT (NEED THEIR INPUT)

INFORM (KEEP IN THE LOOP)

SIGNS OFF (DEFINES DONE)

Milestones

three or four, not twelve. Miss one and you know you're off track.

#	MILESTONE	TARGET WEEK	DONE
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1

2

3

4

Meetings to book now

calendars only get tighter. Final review lands two to three weeks before quarter end.

MEETING

WITH

DATE

Pre-mortem

it's the day Rocks are due and this Rock is not done. What went wrong?

RISK

MITIGATION OR WORKAROUND