

90 Day Promotion Plan

Build evidence for broader scope and prepare a clear manager conversation.

Define the case

Target scope: [responsibilities, not only title]

Business need: [problem the organization recognizes]

Evidence needed: [observable contribution]

Stakeholders: [people affected]

Development action: [skill or experience gap]

Manager alignment: [criteria and review date]

Discuss organizational needs and criteria before assuming a promotion is available. Completion of this plan does not guarantee a promotion.

Weekly action worksheet

Week 1: clarify target scope with your manager.

Week 2: document current responsibilities and evidence.

Week 3: identify a business need and agree on a bounded contribution.

Week 4: checkpoint on criteria, priorities and capacity.

Week 5: carry out the agreed action.

Week 6: collect factual feedback from relevant stakeholders.

Week 7: address a development gap.

Week 8: checkpoint on evidence and scope.

Week 9: document outcomes and measurement limits.

Week 10: test whether the contribution is repeatable.

Week 11: draft the promotion case.

Week 12: review with your manager and agree on next steps.

Week 13: record the decision, open criteria and next review date.

For each week add: action []; owner []; due date []; evidence []; adjustment [].

Manager conversation prompts

What broader responsibility would help the team? Which evidence would demonstrate that I can handle it? What constraints or approval steps should I understand? Which current work should be deprioritized? When should we review progress? What should happen if the role or budget is unavailable?

One page promotion case

Requested scope: []

Business need and timing: []

Contribution one with evidence: []

Contribution two with evidence: []

Stakeholder feedback and permission to quote: []

Remaining development need: []

Resources or support needed: []

Requested decision and review date: []

Keep this summary to one page. Attach supporting work separately where sharing is permitted.

Fictional example

Alex, an operations coordinator at fictional Cedar Works, wants to own cross-team handoff reviews. The business need is clearer responsibility during facility projects. The manager agrees to a bounded pilot with a dependency register. Alex records unresolved tasks and stakeholder feedback, then reviews the pilot after four weeks. The evidence supports a conversation about scope; the organization has not promised a title or pay change.

Use the resource: <https://mytopmatch.com/free-career-tools/promotion-plan>

Additional guidance: Ivy League Coaching