No. 14

New Manager Starter Kit

Give a newly appointed manager a structured first 90 days: listen first, capture baseline KPIs, choose two improvements and review progress with a sponsor every month.

Built for: Newly appointed department heads and supervisors, and the general managers or HR leads who sponsor them.

What is included

File	Format	Use
New-Manager-Workbook-Blank.xlsx	Excel	Start here: formatted, formula-ready workbook for your own data.
New-Manager-Workbook-Sample.xlsx	Excel	Same model filled with fictional sample data.
New-Manager-Starter-Kit.html	Interactive dashboard	Optional: opens in Chrome, Edge or Safari on a computer or tablet. Runs without internet; data stays in that browser.
new-manager-starter-kit-guide.pdf	PDF	This guide.
LICENSE.txt, START-HERE.txt	Text	License terms and quick start.

Quick start

1. **Start with Excel.** Open **New-Manager-Workbook-Blank.xlsx** and enter your own data in the blue cells; every other cell calculates. The **-Sample** workbook shows a filled-in example.
2. **Use Google Sheets?** In Google Drive choose New › File upload, then open the workbook with Google Sheets. Formulas carry over; charts may need restyling.
3. **Optional interactive dashboard:** open **New-Manager-Starter-Kit.html** in Chrome, Edge or Safari on a computer or tablet. It runs offline and opens with fictional sample data — choose **Start blank** when you are ready.
4. The dashboard saves entries only in that browser on that device. Use **Save backup** regularly; **Restore** loads a backup elsewhere.

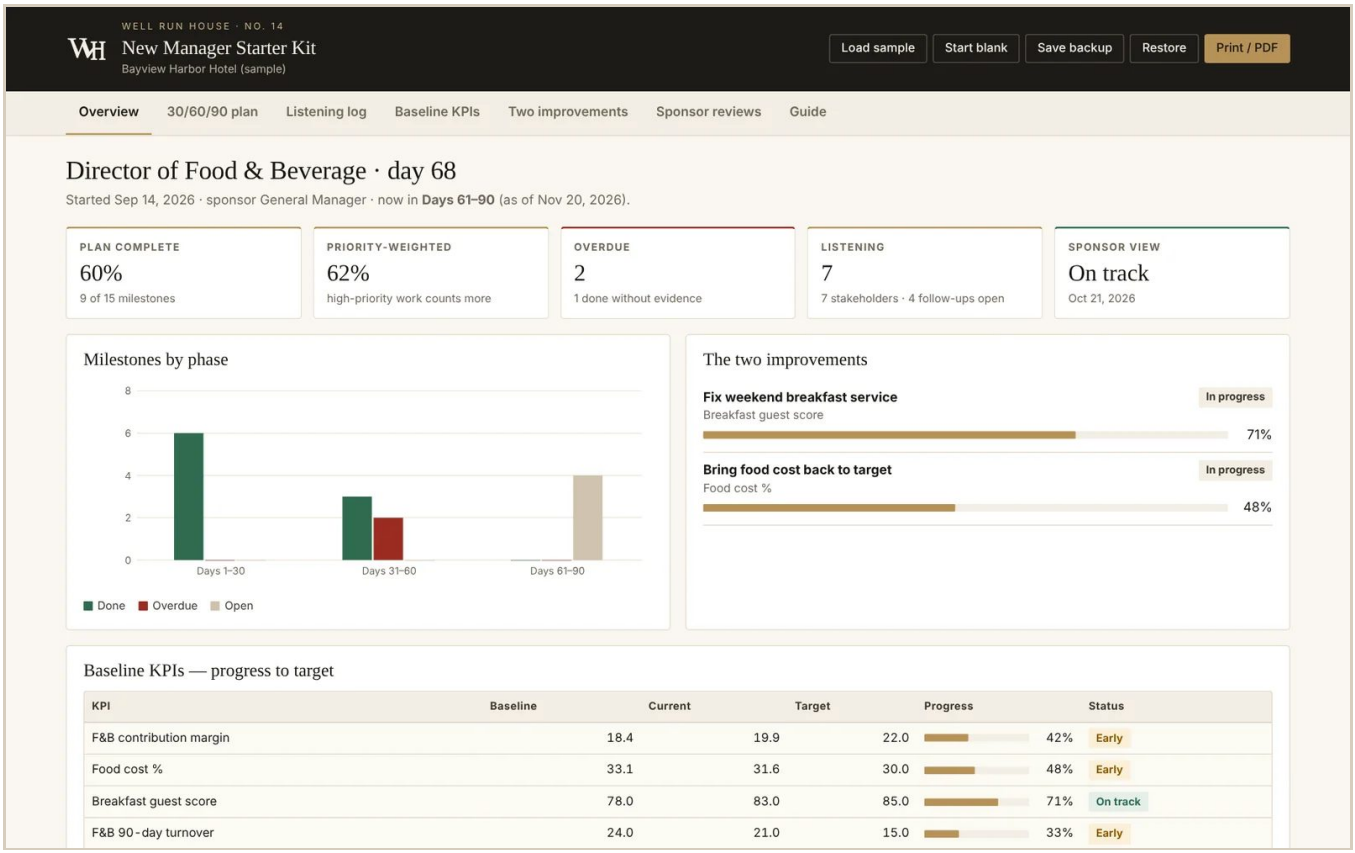
Operating routine

1. **Listen to team and stakeholders** before changing anything, and log what you hear.
2. **Establish baseline KPIs** in the first 30 days, with the source of each.
3. **Select two improvements** that repeat in listening and move a KPI; get sponsor sign-off.
4. **Work the 30/60/90 plan** and close milestones only with evidence.
5. **Review progress with your sponsor monthly** and record the agreed next steps.

Sample — the full product includes the Excel workbook, interactive dashboard and complete guide

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Two screenshots from the product, taken with its fictional sample data.



Interactive dashboard — Day 68 overview

	A	B	C	D	E
1	Plan summary				
2	*All values are formulas.*				
3					
4	**Phase**	**Milestones**	**Done**	**Overdue**	**Open**
5	**Days 1–30**	6	6	0	0
6	**Days 31–60**	5	3	2	0
7	**Days 61–90**	4	0	0	4
8					
9					
10	**Milestones**	**15**			
11	**Done**	**9**			
12	**Plan complete**	**60%**			
13	**Priority-weighted complete**	**62%**			
14	**Overdue**	**2**			
15	**Done without evidence**	**1**			
16	**Day**	**68**			
17	**Current phase**	**Days 61–90**			