

First-Week Plan Template

A practical 5-day onboarding plan that moves from understanding to controlled execution.

Client

Service / Project

Week Starting

Primary Week-One Goal

DAY	FOCUS	KEY ACTIONS	OUTPUT
DAY 1 - ORIENT	Review intake, contract, brand materials, access, tools, current process, and existing data.		Confirm missing information and access.
DAY 2 - AUDIT	Review the current system, assets, workflow, performance, or backlog relevant to your role.		Document what is working, what is broken, and quick wins.
DAY 3 - PLAN	Prioritize work, confirm first deliverables, sequence dependencies, and define communication rhythm.		Share initial plan / priorities with client.
DAY 4 - EXECUTE	Start the first approved deliverable or operational task.		Show visible progress without making uncontrolled changes.
DAY 5 - ALIGN	Send first weekly update, confirm findings, blockers, next steps, and week-two priorities.		Get approval on the next execution cycle.

END-OF-WEEK REVIEW

What did I learn about the client/business?

What was missing or unclear?

What quick win did I complete?

What risk should be discussed?

What are the top 3 priorities for week two?
