

# Thank you for having a look.

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**Are you a UX Designer or Product Designer joining a new team?  
Are you a busy product manager that is hiring new teammates?**



Do you have a 30-day plan?



Do you want to look at one for inspiration?

Here you go, this is a 30-day plan for onboarding new designers to the team, use it for yourself if you are starting a new role and you want to quickly add value to your new team. If you are welcoming a new teammate, this will help you to quickly align the new member with the team and have them adding value quickly.



## **Learning Tour**

During the first month, aim to be a sponge. Please try to not start fixing things right away without knowing the systems, the context of the projects, and the people behind them. I firmly believe this will allow you to effectively identify opportunities and create logical plans and timelines to execute on.



## **One Month Goals**

1. Meet and get to know the design team.
2. Meet and get to know the team(s) I'll be working with.
3. Learn the products.

4. Learn the internal processes.
5. Set expectations with the design manager.

### **Fresh Eyes Advantage**

This is your time to ask a ton of questions, good questions, and bad questions. Don't miss this opportunity to ask away. Get your new co-workers to feel like valuable gatekeepers that are sharing their knowledge. It's all about giving respect to gain respect with teammates.

Please don't go making any criticisms about anything because you probably will not have the proper context of the decisions that were made to arrive at the current state. It's important to keep an inquisitive mindset and ask questions about "how did we get here?".

### **Getting to know the new manager**

One of the first things to do is get to know your new product design manager. Begin aligning on role expectations as soon as possible. It's best that you drive the conversation to understand their standard.

Some topics you might want to cover are

1. What does going above and beyond look like?
2. What do I need to do in order to succeed in this role?
3. How will I track and document work performance?
4. Are there any opportunities for support and training?



## **Getting to know the team (your new crew)**

Start to learn what the team will expect from you as soon as possible. You'll want to know how they've worked with product designers in the past. Discover more about what they're working on and what gets them excited? What do they hope to achieve? Setting realistic expectations will come naturally if you genuinely get to know the team. Once realistic expectations are understood then there are opportunities to go above and beyond.

Not everyone will understand product design. It's a good idea to make your work visible to help inform the squad of your expertise and experience. This will help them reach out when they see a similar problem.



## **Learning the products**

- How is a project kicked off?
- How is the design system or source of truth for designs used?
- What does the design review process look like?
- How often are design critiques?

Just jumping in and doing some work will help resolve many questions and help raise questions once more context is understood.



## **At 30 days**

At 30 days you should have a better sense of the company, the teams, and the system. Diving into the customer journey from start to finish will likely be the next priority.

Some reflective questions for the 30-day mark:

- What have I learned this month?
- Was it interesting?/ Will it be interesting?
- Am I interested in learning more?
- What support do I have with projects?

### After 30 days

- How does the experience look for new users?
- What about the power-users?
- Is the experience seamless on mobile and web?

## **Bouns Plan**

## **5 Day Onboarding Plan for a New**

## **UX/ Product Design Teammate**

WRITTEN BY UX FORWARD CLUBBIE

**One Week Plan**

Create an Onboarding Deck to highlight how the next few weeks are going to be

Background of UX team. History of UX team at your company

Layout expectations for the role and how to be successful in it.

Share the vision and mission of UX Team.

Explain the Design Process.

Share insights about the Product's team workflow.

Have them interview with all members of the Product Team.

## **Before Day 1**

Create a prioritized onboarding checklist for the new designer to go through for the first two weeks.

Build a list of tasks for yourself to monitor and adjust progress of onboarding for the first two weeks.

Send a welcome email to the Product team introducing the new designer and include their email on the thread.

List of primary tools used.

Possible group chat before day one to vet any questions.

Tentative Plan for Months 2 – 6.

## **Day 1**

Focus on only the essential, non-critical items during the first day. It's a lot to take in as a new team member, don't skip or rush ahead.

Office tour and tips about the office.

Introduce them to everyone.

Reinforce the key objectives and expectations of the role. Explain how and why it matters to the success of the team and company.

Share the company vision and mission.

Walk through the org chart.

Get new team members input about project dynamics.

Onboard them to primary tools that the team uses. Provide background context on how the team uses each one.

Take them to lunch on the first day.

Leave time for questions.



## **Day 2**

The new team member is starting to get a feel for the team and company. Now is the time to onboard them to the purpose and goals of the design projects. They should learn more about the product team they've joined, and how their contribution will make a difference.

Start with the how's and why's of the products they'll be working with.

Share the design system. Show the projects history, how it's used, and where it's going.

Review the design teams current quarterly roadmap and goals.

Take them out to lunch again!

Share example workflows of how the UX team works with PMs.

Walk them through how the team collects and iterates on design feedback.

## **Day 3, 4, 5**

The rest of the first week should make the product designer feel comfortable with the work, tools, processes, and team. Only assign them tasks associated with onboarding. Leave design work to at least the second week.

Walk them through Share Point, One-Note folders, and any other collaborative software.

Show them the Design System. Walk through the guidelines and components.

Review the calendar. How to schedule meetings. Mark as free w/ no reminders, request time off, etc.

Have them schedule 1:1 intro meetings with product team members over the next two weeks.

Have them request to sit in on other cross-functional meetings during their first month.

Have them shadow you in meetings. Ask them clarifying questions as work is assigned and reviewed so they can become comfortable making design decisions and being in the design flow.

Share insights about the company's users personas and flow charts.

Talk through the team's communications dynamics.

Share books and readings.

End the week with a 1:1:1 to talk through questions and set expectations for week two and beyond.

## **Weeks 2 - 4**

As the new design team member starts their second week, set the expectation that they will start some light design work. There should be three main goals for the rest of their first month: finish tool and process onboarding, build deeper relationships with the team and start designing small projects with their product team.

Continue to dig deeper in the how's and why's of the product team by getting them to learn by doing.

Have them produce deliverables for new projects. User-flows, empathy maps, etc. Review the calendar. How to schedule meetings. Mark as free w/ no reminders, request time off, etc.

Make sure they're updating the team with all steps of the work to ensure they're using the tools correctly.

Ask them about their design interests. Solicit for ideas within your design system and products.

Work with the new team member to plan out their first strategic design project.

Learn about their personal interests and hobbies.

 **Have fun be real, make good stuff happen.**

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