

# CIOs First 90 Day Checklist

## NAVIGATING YOUR FIRST 90 DAYS AS CIO: FROM CHAOS TO COMMAND

As a new CIO stepping into the fray, whether it's your inaugural role or a fresh organizational experience, you've got exactly 90 days to transform from outsider to indispensable leader. Forget the fluff; this isn't about endless meetings or vague vision statements. It's about rolling up your sleeves to uncover hidden pitfalls, rally your team, and align tech with business muscle before the honeymoon fades. Drawing from battle-tested strategies at Erwood Group, this checklist equips you to audit, act, and accelerate, ensuring you don't just survive but set the stage for transformative wins. Dive in, and let's turn those early days into your launchpad for long-term dominance.

### 1. GET TO KNOW THE TEAM & CULTURE

- ☐ Schedule 1-on-1 meetings with every direct report and key stakeholders within two weeks.
- ☐ Observe team dynamics-watch for siloed departments, low morale, or disengaged players.
- ☐ Check for outdated org charts; verify who actually holds influence versus formal titles.
- ☐ Ask: What's working? What's broken? Listen more than you talk.

### 2. AUDIT THE IT INFRASTRUCTURE

- ☐ Map the current tech stack: hardware, software, cloud services, and security tools.
- ☐ Identify single points of failure-check uptime logs and disaster recovery plans.
- ☐ Look for shadow IT-teams using unapproved tools can be a red flag.
- ☐ Assess vendor contracts: Are they overpaying? Are SLAs being met?

### 3. EVALUATE GOVERNANCE & PROCESSES

- ☐ Review IT policies. Do they exist, and are they followed?
- ☐ Check project management workflows; are they Kanban, Agile, or chaos?
- ☐ Look for budget overruns or untracked initiatives in the last twelve months.
- ☐ Audit compliance: Are you meeting industry standards like GDPR, HIPAA, or SOC 2?

### 4. ALIGN IT WITH BUSINESS GOALS

- ☐ Meet with C-suite to understand their top priorities-revenue, growth, or cost-cutting?
- ☐ Identify quick wins: Can you optimize a slow legacy system or streamline a process?
- ☐ Check if IT supports remote work or hybrid setups-test access yourself.
- ☐ Ask: How does IT enable or hinder the company's five-year plan?

### 5. ASSESS RISKS & SECURITY

- ☐ Run a cybersecurity health check-penetration tests, patch status, and endpoint security.
- ☐ Look for outdated tech (e.g., Windows XP vibes) posing security risks.
- ☐ Review incident response plans-are they tested, or just paper?
- ☐ Share a clear, 90-day action plan by day thirty, based on your findings.

### 6. BUILD CREDIBILITY & VISION

- ☐ Check for data leaks: Are sensitive files sitting on unsecured drives?
- ☐ Get hands-on: Troubleshoot a server or code a quick fix to show you're not just suits.
- ☐ Network internally-lunch with non-IT folks to understand their pain points.
- ☐ End day ninety with a town hall: Share wins, outline long-term goals, and take feedback.

Follow this checklist for deep insights into your company and team culture, IT infrastructure, governance and processes. Align IT with business goals, assess risks, build credibility across your organization and drive the vision for the future of the business.

**Ready to accelerate without the pitfalls? Erwood Group offers an exclusive 90-Day CIO Advisory Accelerator: Personalized guidance from our veteran strategists, including weekly check-ins, custom audits, and on-demand crisis simulations. Plus, extended support into year one for seamless scaling. Valued at \$50K, yours for \$25K if you book before year's end. No fluff, just results.**