

I will (Objective) as measured by (this set of Key Results).

Objective

- Where I want to go? (short)

Key Results

- How do I know I am getting there? (measurable metric)

Initiatives

- What will I do to get there? (tasks)

Objective:

Improve annual budgeting

Key Results:

Submit 3 budget proposals before Sept 1<sup>st</sup>.

Increase budget team meetings from 3 times a year to 4 times a year

Initiatives:

Schedule budget meetings once a quarter.

Review budgets with department managers

Remind managers to have budgets submitted on time

Team/Department CDS Foundation

Objective: The CDS Foundation will increase revenues by \$10,000/year.

Key Results # 1: Develop a list of 10 fundraising ideas.

Key Results # 2: Select up to three fundraising activities to be carried out over the next fiscal year.

Key Results # 3: Schedule the three activities and present to CDS Board of Directors.

Initiatives

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

OKR \_\_\_\_\_

Check in Frequency \_\_\_\_\_

Check in date \_\_\_\_\_

OKR Progress

What changed in the Key Results since the last check in?

Confidence Level

With the information we have today, how confident are we that we will reach each Key Result? (green, yellow, red)

Impediments

What is slowing us down?

Update on Initiatives

What are we doing to improve results?

Team members present \_\_\_\_\_

\_\_\_\_\_