

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 1st.

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 Administration

Objective: Administrative staff will improve efficiencies in their daily work.

Key Results # 1: Identify three - five efficiencies from the list of essential services and wastes.

Key Results # 2: Implement necessary changes to realize these efficiencies by June 30, 2021.

Key Results # 3: Create necessary policy and procedural changes.

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 _____
