

# OKR (Objectives and Key Results) Template

Establish clear goals and make them happen by organizing your OKRs!



## Overview

**Project Name:**

**Target Date:**

Names	Roles
Add names here	Primary Stakeholders / Approvers
Add names here	Team Lead / Approver
Add names here	Team Members

## The OKRs

Objective	Key Results
State a high-level objective that you want to achieve.	List 3-5 measurable outcomes that will indicate you have achieved your objective.
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**Initiatives:**

Task	Assigned to	Status	Deadline
Specify what needs to be done in order to reach the objective	Add names here	<input checked="" type="checkbox"/> Done <input type="checkbox"/> Ongoing <input type="checkbox"/> Parked	MM/DD/YYYY
Make sure the tasks are feasible within the allotted time frame	Add names here	<input type="checkbox"/> Resolved <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Parked	MM/DD/YYYY



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