


# Step by Step Guide for Creating Objective Key Results (OKR):

Follow these simple steps from this guide to create a clear OKR to accomplish your goals.

## Define your objective and set a Status

Create an objective that defines what needs to be achieved keeping in mind your company's current status, strategy, and vision. Set a status to convey the current state of the objective.

\_\_\_\_\_

 Status: \_\_\_\_\_

 Objective Owner: \_\_\_\_\_

## Set Key Results

Ensure that you have created clear, meaningful, measurable, and trackable key results each having a percentage and prioritized according to the business value.

*Key Results	*People	*Owner	*Priority	*BV	*BV Achievement	*Timeline	*Status

### \*List People for your Key Results

Set the people, departments or teams that will be responsible for working on each of the Key Results.

### \*Set an Owner for the Key Result

The owner is not to be confused with the ones working on the Key Result rather they are the ones responsible for driving the success of the key result toward achieving the objective.

### \*Priority of the Key Result

Prioritize your Key Results and focus on the aspects that need to be done first before the others.

### \*Set a Business Value (BV) and BV Achieved

For each Key Result set a Business Value that will help assess the significance and priority of the Key Result. Once delivered, calculate the Business Value that was achieved.

### \*Describe a Timeline

Set a time period in which you plan to deliver a Key Result. Also, consider at which point in time the Business Value is measured i.e right after delivery or a period of time when the functionality is utilized.

### \*Set a Status for each Key Result

A status will help communicate the current state of the Key Result in one glance.