

Simple OKR Template Example

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| Prepared By | Alexandra Mattson – Software Division |
| Timeframe | Quarter 3 20XX |
| Start Date | MM/DD/YY |
| End Date | MM/DD/YY |
| Owner | Brian Gorman – Product Manager |

Objective

Launch the new EV-charging station management dashboard to improve customer usability and operational efficiency.

Key Results

| Key Result | Score / Status 0.0–1.0 score or status label | Due Date | Additional Notes |
|--|---|----------|---|
| Achieve a 25% reduction in customer support tickets related to dashboard navigation. | In Progress – 15% reduction achieved by mid-August. | MM/DD/YY | |
| Complete integration of live station status updates for 100% of networked chargers. | On Track – Integration at 82% completion. | MM/DD/YY | An API vendor update delayed live integration. To meet the target, we adjusted the testing schedule to include an extra session in late September. Training materials are scheduled for early release to the customer service team. |
| Maintain 99.5% uptime on dashboard services throughout the quarter. | Complete – 99.8% uptime maintained. | MM/DD/YY | |
| Conduct usability testing sessions with at least 30 external users before launch. | At Risk – 18 of 30 usability tests completed. | MM/DD/YY | |
| Publish a step-by-step online help guide and video tutorial for dashboard features. | In Progress – Draft help guide completed; video script in review. | MM/DD/YY | |

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