

# OKR Structure Template

Company → Department → Team · Quarterly cycle

OKRs Tool  
okrstoool.com

ORGANIZATION

QUARTER / CYCLE

OKR OWNER

DATE

## LEVEL 1 — COMPANY

1–2 Objectives · 2–3 Key Results each · Set by leadership

### COMPANY OBJECTIVE 1

Qualitative — inspiring, time-bound, no numbers

KEY RESULT

BASELINE → TARGET

OWNER

### COMPANY OBJECTIVE 2 (optional)

Qualitative — inspiring, time-bound, no numbers

KEY RESULT

BASELINE → TARGET

OWNER

## LEVEL 2 — DEPARTMENT

1–2 Objectives per department · Set by department heads in parallel

### SALES DEPARTMENT OBJECTIVE

How does this department specifically contribute to the company objective above?

KEY RESULT

BASELINE → TARGET

OWNER

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**MARKETING DEPARTMENT OBJECTIVE**

How does this department specifically contribute to the company objective above?

KEY RESULT

BASELINE → TARGET

OWNER

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**PRODUCT / ENGINEERING DEPARTMENT OBJECTIVE**

How does this department specifically contribute to the company objective above?

KEY RESULT

BASELINE → TARGET

OWNER

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**LEVEL 3 — TEAM**

1 Objective per team · 2–3 Key Results · 1 named owner per KR

**TEAM 1 OBJECTIVE**

KEY RESULT

BASELINE → TARGET

OWNER

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**TEAM 2 OBJECTIVE**

KEY RESULT

BASELINE → TARGET

OWNER

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**CASCADE CHECK — BEFORE THE CYCLE STARTS**

For every team Key Result, complete this sentence: "If we hit this, it advances company objective \_\_\_ because \_\_\_\_."

TEAM KEY RESULT	CONNECTS TO COMPANY OKR #	HOW? (one sentence)

