

OKR implementation guide

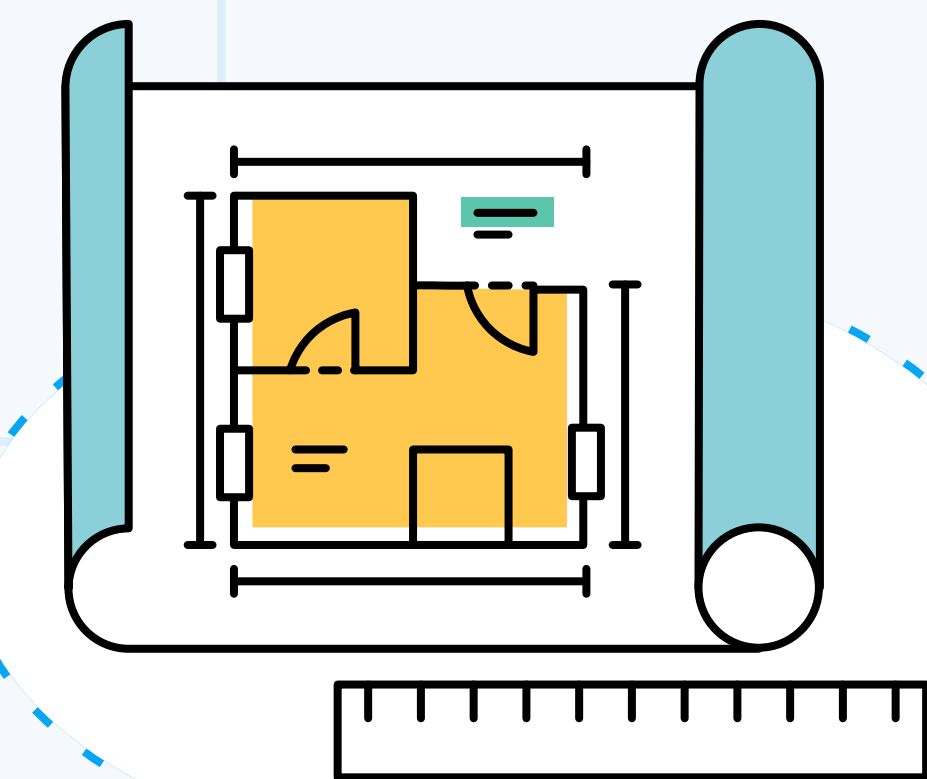
Company Name

Prepare

🕒 1 week 📅 Deadline

- ✓ Appoint [Ambassador\(s\)](#)
- ✓ Document your [process](#) & [configure Perdoo](#)

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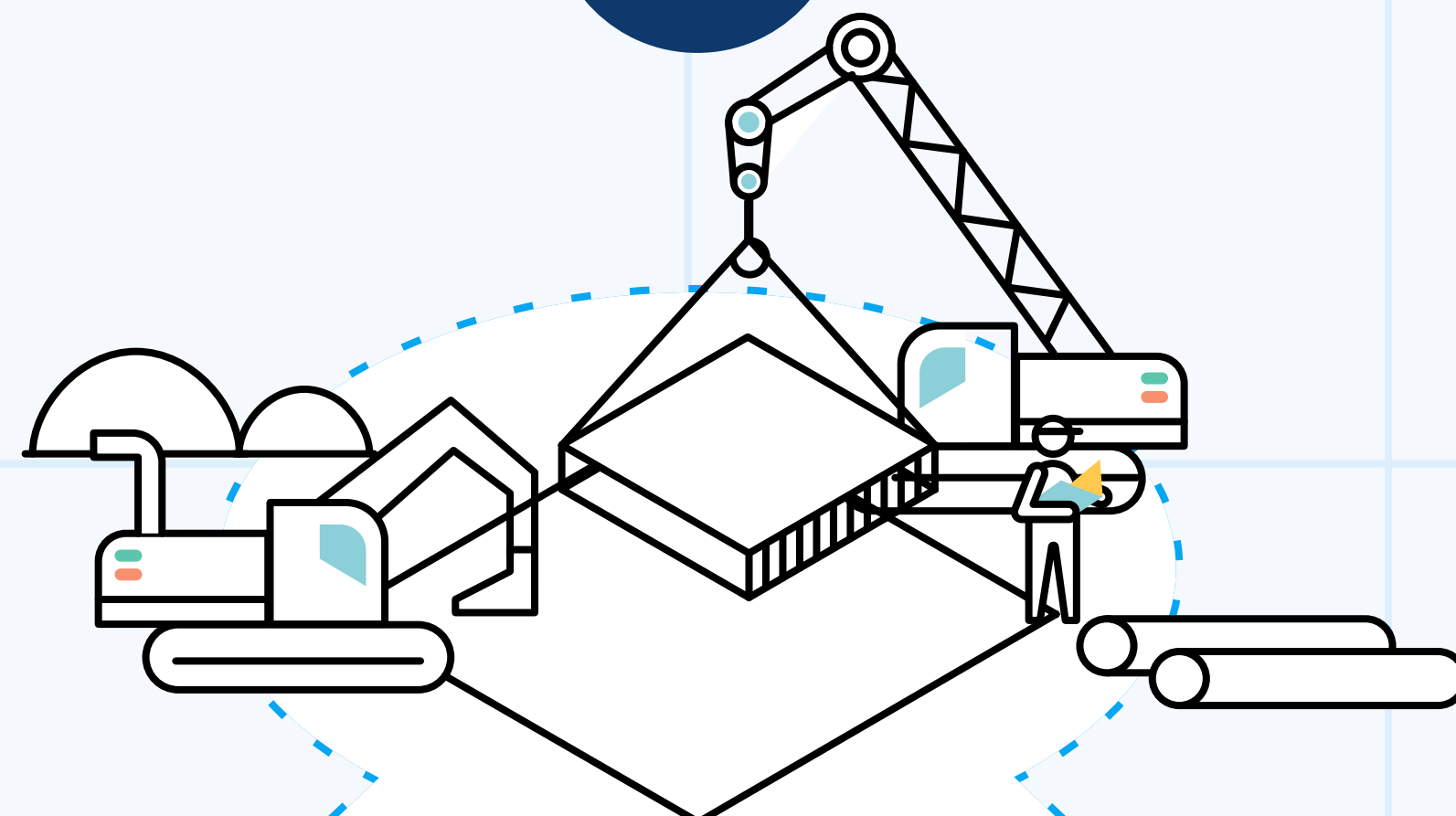


Set up

🕒 2 weeks 📅 Deadline

- ✓ Leadership creates [Ultimate Goal](#), [Strategic Pillars](#) and company [OKRs & KPIs](#)

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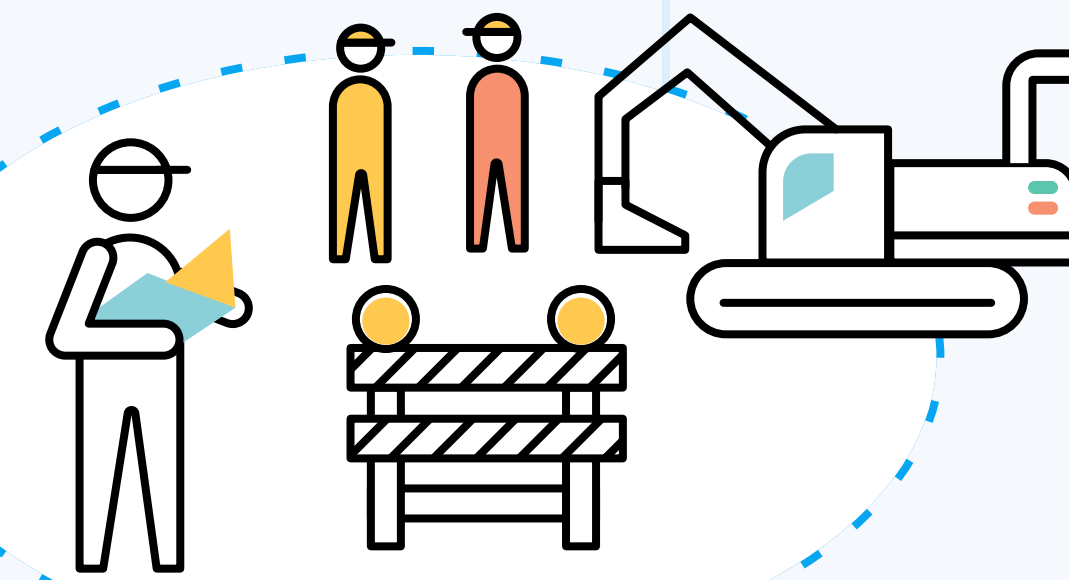


Educate

🕒 1 week 📅 Deadline

- ✓ Train teams on OKR, KPIs & Perdoo
 - › [The Ultimate guide to OKR](#)
 - › [OKR Crash Course](#)
 - › [OKR 101 training](#)
 - › [The Ultimate guide to KPIs](#)
 - › [Perdoo in 6 minutes](#)
- ✓ [Invite](#) teams to Perdoo

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Integrate

🕒 2-4 weeks 📅 Deadline

- ✓ [Update](#) goals (bi)weekly
- ✓ Integrate OKR into 1:1, team and leadership [meeting agendas](#)
- ✓ Set up [Slack](#) or [MS Teams](#) integration

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Introduce

🕒 1 week 📅 Deadline

- ✓ Train leadership on OKR, KPIs & Perdoo
 - › [The Ultimate guide to OKR](#)
 - › [OKR Crash Course](#)
 - › [OKR 101 training](#)
 - › [The Ultimate guide to KPIs](#)
 - › [Perdoo in 6 minutes](#)
- ✓ [Invite](#) leadership to Perdoo

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Announce

🕒 1 week 📅 Deadline

- ✓ Send [email announcement](#) about OKR & Perdoo
- ✓ CEO presents Ultimate Goal, Strategic Pillars, company OKRs & KPIs and Perdoo to company

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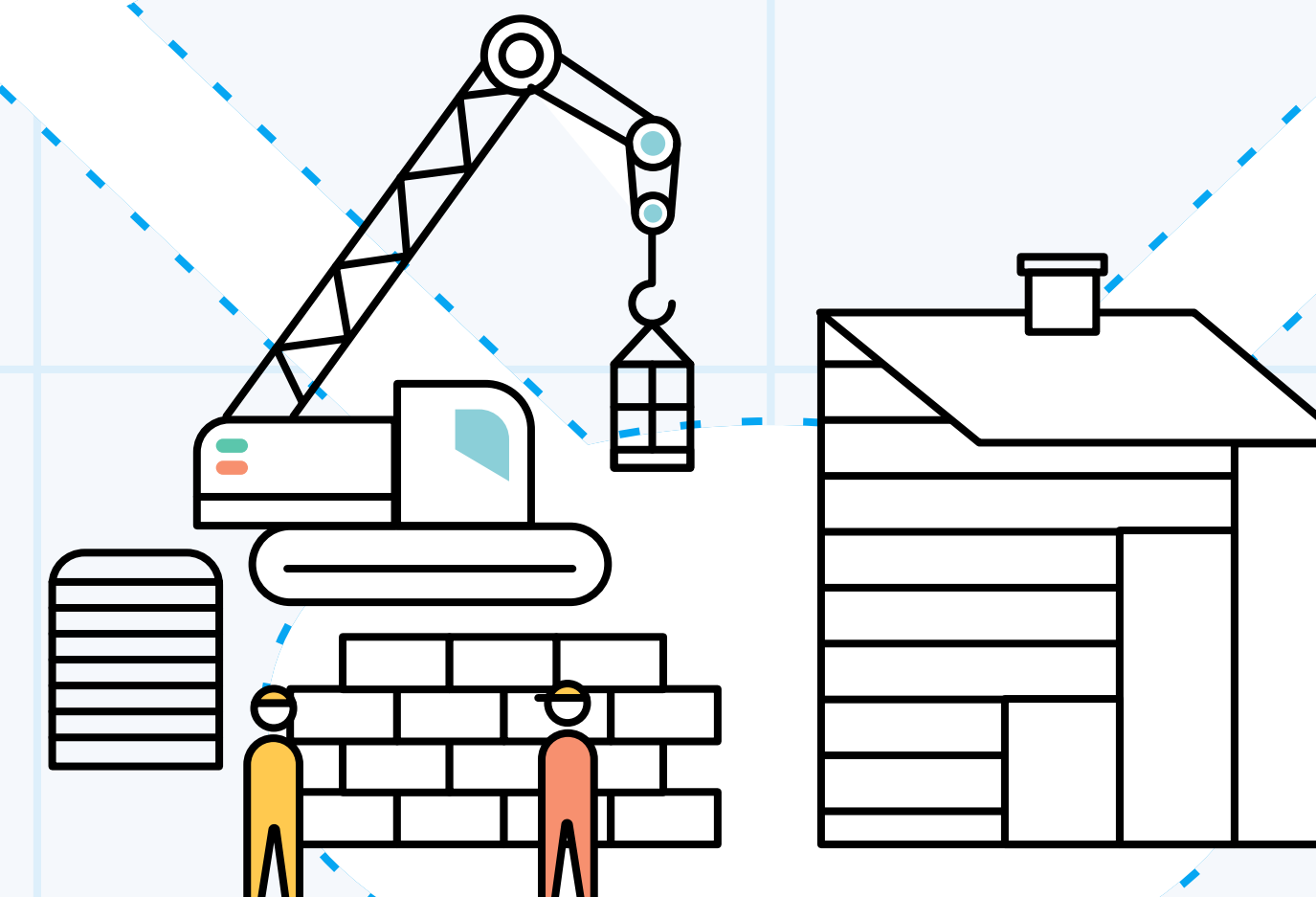


Create

🕒 2 weeks 📅 Deadline

- ✓ Teams create [group OKRs](#), [Initiatives](#) & [KPIs](#)
- ✓ Team leads meet to discuss interdependencies
- ✓ Leadership approves group OKRs

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Learn & Repeat

🕒 1 week 📅 Deadline

- ✓ [Close OKRs](#)
- ✓ Survey the team about the OKR process

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