

Types of OKR Participants

- OKR Sponsor
- Internal Coaches – OKR Practitioner, 1 for every 50 employees
- External Coaches (optional)
- OKR Program Owner - CEO, COO, Chief of Staff, executive assistance...
- OKR Coordinator
- OKR Lead
- Key Result Lead
- OKR Contributors

OKR Sponsor

Responsibilities of the executive sponsor include

1. Communicate why the organization is adopting OKRs.
2. Confirm deployment parameters as recommended by OKRs project leads.
3. Help gather top-level objectives prior to the top-level OKRs drafting workshop.
4. Participate in top-level OKRs workshops.
5. Meet with team leads to confirm team-level OKRs are aligned with company goals.
6. Communicate openly with OKRs project leads.
7. Bring energy and life to the OKRs program (e.g., secure resources, make opening remarks at OKRs trainings, present top-level OKRs at companywide meetings, etc.).

OKR Project Lead / Program Owner

Responsibilities of the OKRs project lead include

1. Attend all deployment coaching sessions. Present recommendations to leadership (e.g., how to score key results). Work with the OKRs coach to create an in-house OKRs tracker tool for the learning cycle.
2. Coordinate and help facilitate OKRs trainings (e.g., send training workshop invites, compile objectives to be used at training workshops, share training materials with trainees).
3. Attend some, but not all, OKRs cycle coaching sessions.
4. Coordinate and schedule OKRs coaching sessions.

OKR Coordinator

Responsibilities of the OKRs coordinator include

1. Coordinate and schedule OKRs coaching sessions.

2. Send email reminders to ensure OKRs cycle stays on track, such as:

Step 1: Send email a week or two into the cycle with a link to the OKRS tracker to ensure everyone posts their OKRs to a single location by a target date.

Step 2: Send email reminders to identify key results to be shared at mid-cycle check-ins.

Step 3: Remind each team to publish their learnings at the end of the OKRs cycle.

3. Collect learnings from Step 3 and/or feedback and ideas for improving the OKR program.

OKR Lead

Responsibilities of team leads include

1. Participate in OKRs training.
2. Facilitate OKRs development with their team.
3. Complete an OKRs cycle; attend OKRs cycle coaching sessions.
4. Document and apply learnings to next cycle.

Key Result Lead

Responsibilities of the key result lead include

1. Update progress and enter scoring for the key result throughout the OKRs cycle.
2. Serve as point person for questions related to progress or issues on the key result.
3. Welcome input and ideas for how best to move the key result forward.
4. Continuously communicate and ensure alignment on work related to the key result. For example, ensure teams are not performing redundant tasks or projects that are in conflict.
5. Apply learnings from the key result to the next cycle. Whether or not the key result is achieved, champions communicate final scores, assess impact, capture learnings, and recommend whether to keep, modify, or remove key results.

OKR Contributor

Responsibilities of members include

1. Participate in drafting team-level OKRs.
2. Help refine key results at the team level, especially when aligning on pre-scoring.
3. Continuously apply OKRs critical thinking to connect work to the bigger picture.
4. Participate on action plan for achieving Key Results