JOP OKR PLAYBOOK

Aligning Strategy and Business Execution

FOUNDATION
WEEK 0-1 OF QUARTER

Goal: Set direction and align everyone

— **What to Do:**

- Leadership (CXOs) defines 3–4 company-level OKRs.

- Teams cascade aligned OKRs (2–3 per team).

- Individuals set personal OKRs mapped to team goals.

- HR shares guidelines & runs OKR workshops.

— **Output:**

- Leadership (CXOs) defines 3–4 company-level OKRs.

- Teams cascade aligned OKRs (2–3 per team).

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KICKOFF & ALIGNMENT

WEEK 2 OF QUARTER

Goal: Ensure shared understanding and commitment.

— **What to Do:**

- Company-wide OKR kickoff meeting.

- Managers run team sessions: clarify focus, answer questions.

- Employees finalize and publish their OKRs.

— **Output:**

- Everyone knows the top priorities.

- OKRs are visible in dashboards.

EXECUTION & TRACKING

WEEKLY / MONTHLY

Goal: Keep momentum alive and track progress.

— Weekly:

- Employees update progress & confidence scores on KRs.

- Managers review updates, highlight blockers.

— Monthly:

- Team reviews: progress, challenges, and adjustments.

- Recognition shared for key milestones.

— Outputs:

- Live visibility of progress (no surprises at the end).

- Teams stay focused and accountable.

MID-CYCLE REVIEW

WEEK 6 OF QUARTER

Goal: Course-correct early, not late.

— What to Do:

- Managers + Teams review mid-quarter progress.

- Adjust confidence levels for each KR.

- Identify stalled initiatives and reallocate resources if needed.

- HR tracks organizational progress.

— Output:

- Adjusted OKR status reports.

- Updated team roadmaps.

- Corrective actions in place.

END-CYCLE REFLECTION

WEEK 12 OF QUARTER

Goal: Learn, celebrate, reset.

— **What to Do:**

- Teams score OKRs (0.0–1.0 scale).

- Reflection discussions: What worked? What didn't? What will we do differently?

- HR consolidates reports across org.

- Leadership reviews company OKR achievements and lessons.

— **Output:**

- OKR scorecards (company → team → individual).

- Reflection notes & learnings.
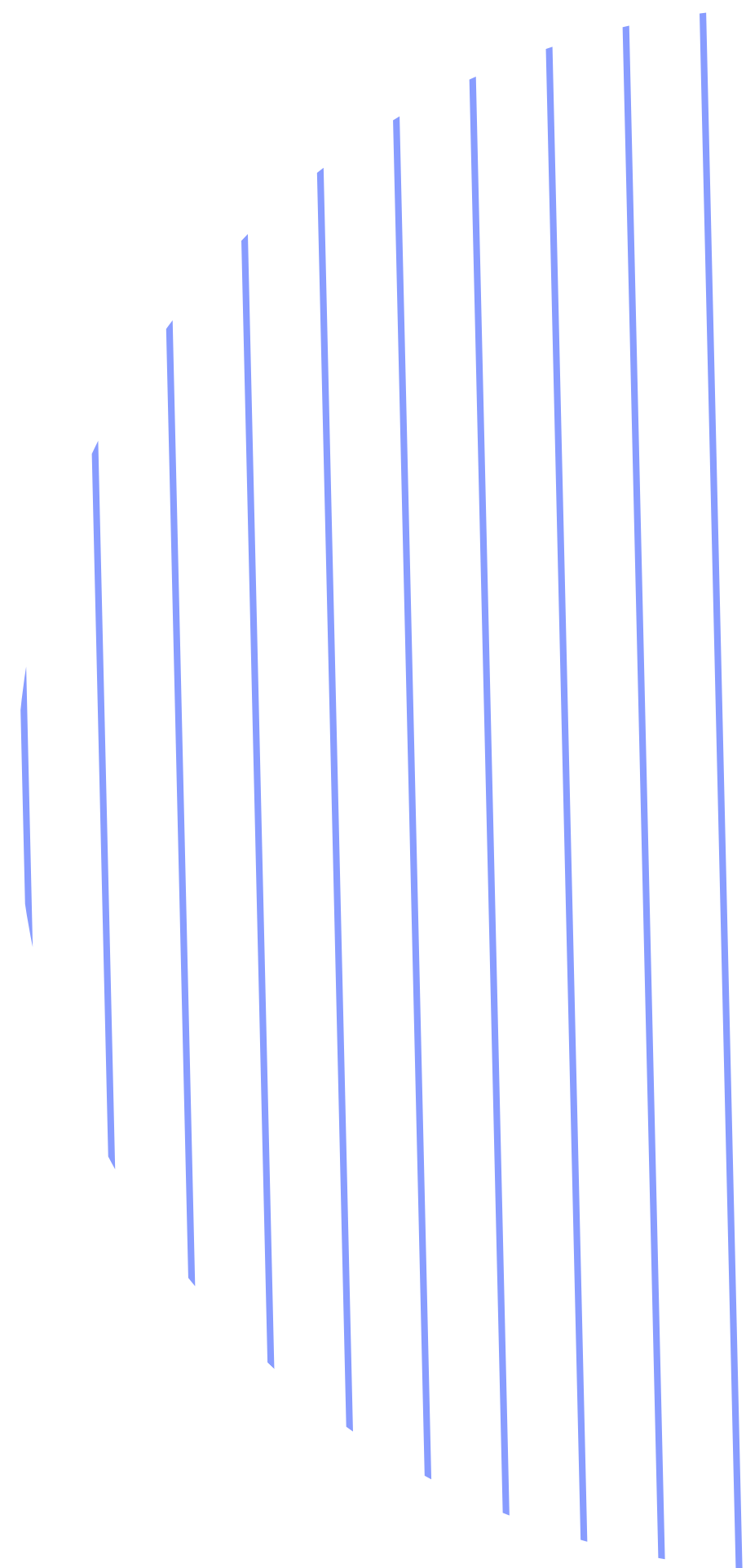
- Recognitions and rewards for contributions.

RESET & ROLL FORWARD

START OF NEXT QUARTER

Goal: Continuous improvement.

— **What to Do:**

- Carry forward unfinished OKRs if still relevant.
- Set new OKRs with learnings applied.
- Share updated guidelines for next cycle.

— **Output:**

- Fresh cycle of OKRs.
- Stronger execution rhythm.

BEST PRACTICES & GUARDRAILS

Limit OKRs 3–4 per level to keep focus.

Prioritize outcomes "Increase NPS by 15" not "Run customer survey.

Normalize 0.7 scores Stretch goals should be ambitious, not always fully achieved.

Keep updates light Short, structured reviews.

Keep transparency All OKRs visible to everyone.

TEMPLATES & TOOLS

JOP FEATURES

OKR Dashboard

Visualize progress across teams.

Update Templates

Standardized formats for check-ins.

Reports & Exports

Downloadable summaries for leaders.

OKR Alignment View

Map team and company goals.

QUICK REFERENCE

YOUR 90-DAY OKR LAUNCH CHECKLIST

— **Phase 1 – Set & Align (Week 0–2)**

- ☑ Define 3–4 company-level OKRs (CXOs)

- ☑ Cascade team OKRs → aligned with company OKRs

- ☑ Draft individual OKRs → managers approve

- ☑ Publish all OKRs in dashboard

- ☑ Host company-wide kickoff & team alignment sessions

— **Phase 2 – Execute & Track (Week 3–12)**

- ☑ Weekly updates: progress & confidence scores

- ☑ Monthly reviews: team discussions & adjustments

- ☑ Recognition tied to OKR progress

- ☑ HR monitors adoption and supports managers

QUICK REFERENCE

YOUR 90-DAY OKR LAUNCH CHECKLIST

— Phase 3 – Review & Reflect (Week 6 & 12)

☑️ Week 6: Mid-cycle review → adjust plans, resources, confidence levels

☑️ Week 12: End-cycle scoring (0.0–1.0 scale)

☑️ Reflection sessions: What worked? What didn't? What's next?

☑️ Recognize contributions → celebrate successes

— Phase 4 – Reset & Launch Next Cycle)

☑️ Carry forward unfinished but relevant OKRs

☑️ Draft new cycle OKRs using learnings

☑️ Share updated playbook practices

☑️ Kick off fresh 90-day cycle