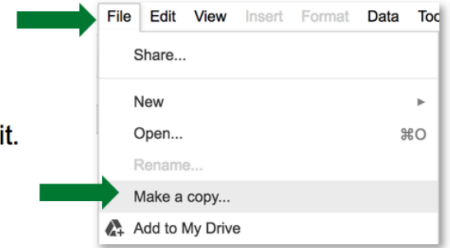**How to use this template:**

This is a view-only file and cannot be edited.

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Simple OKR Template Example

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	

Simple OKR Template

Prepared By	
Timeframe	
Start Date	
End Date	
Owner	

Objective

Key Results

Key Result	Score / Status **0.0–1.0 score** **or status label**	Due Date	Additional Notes

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