

OKR Product Overview/Guide

Overview

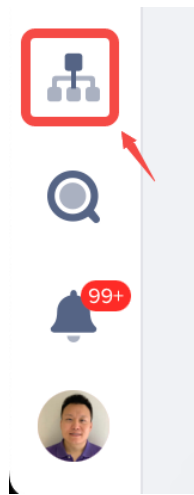
Not only can OKR help enterprises to clarify their organisational goals, but also measure the goals. Organization members can align their goals to boost overall efficiency & achieve common goals.

The OKR dashboard explicitly showed the fill & follow-up progress of the team, so the organization can learn from its mistakes and grow rapidly.

Basic Setups

First of all, the enterprise can do the following setups based on its own using habits: build up organization structure, configure OKR Visibility, and set up if the modification of OKR requires approvals and notifications.

Build up organization structure

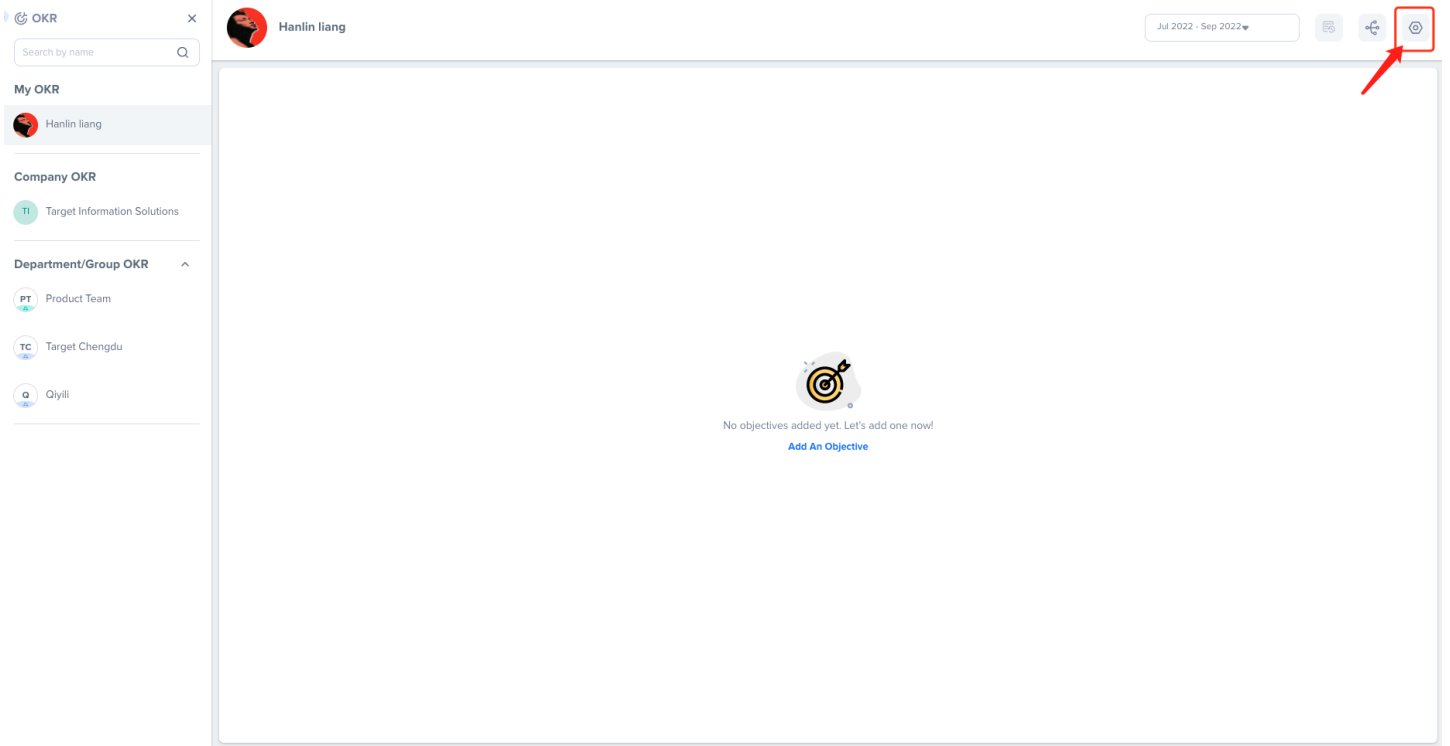


👉 A shortcut to Organization Structure is through the icon at the bottom of the sidebar

👉 The path below is from within the OKR module:

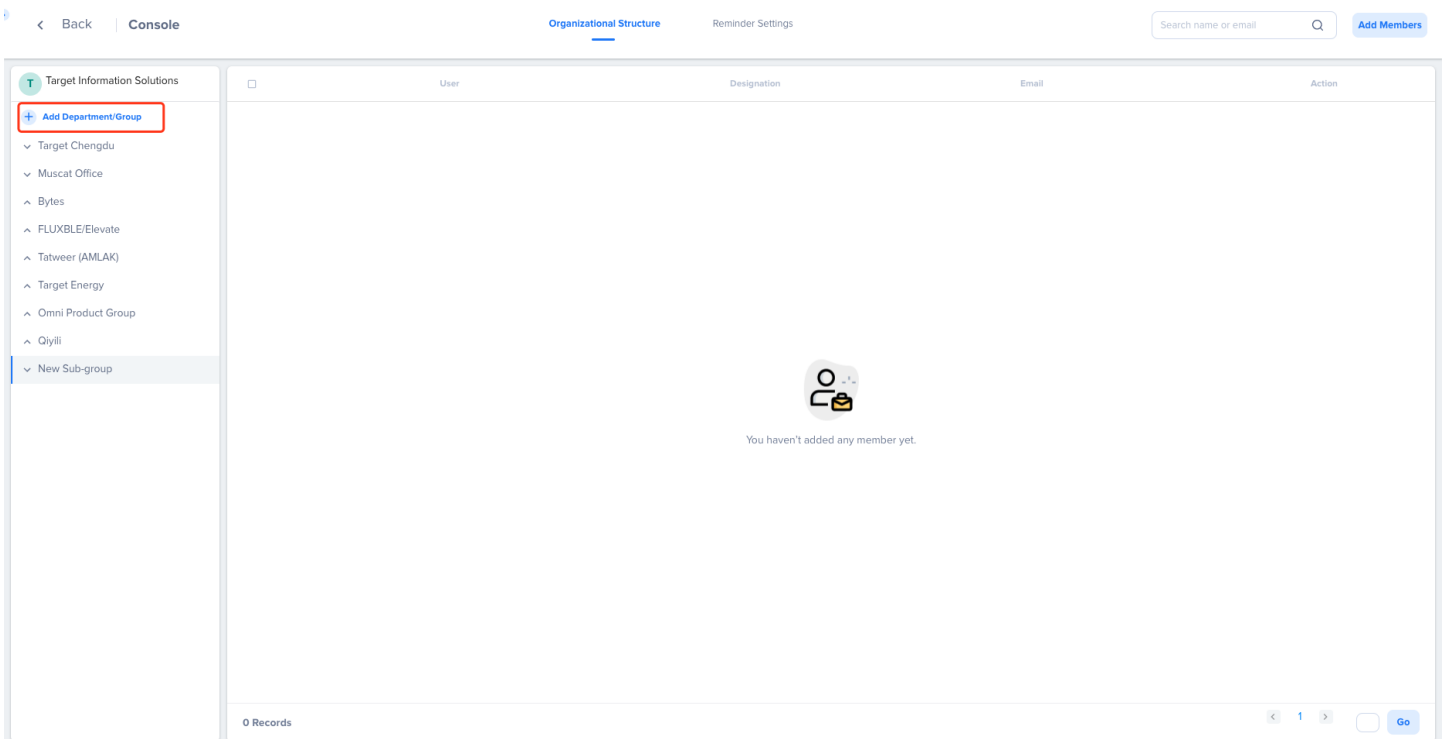
1. Enter the organization structure page

On the OKR home page, the organization manager can click the "console" button in the upper right corner, and enter the organization structure management page.



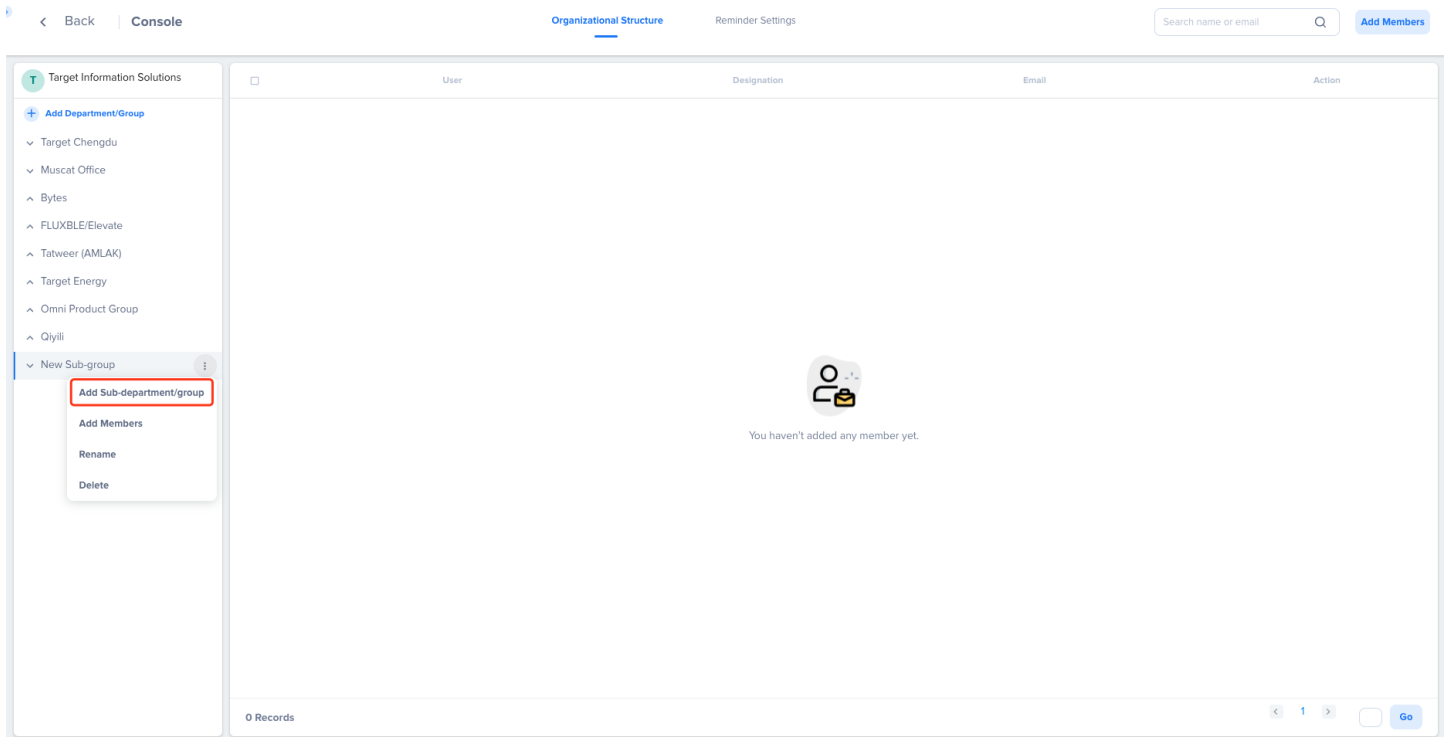
2. Build up the organisational structure of the company

On the organization structure page, click the "Add Department/Group" button and create all the departments in the organization.



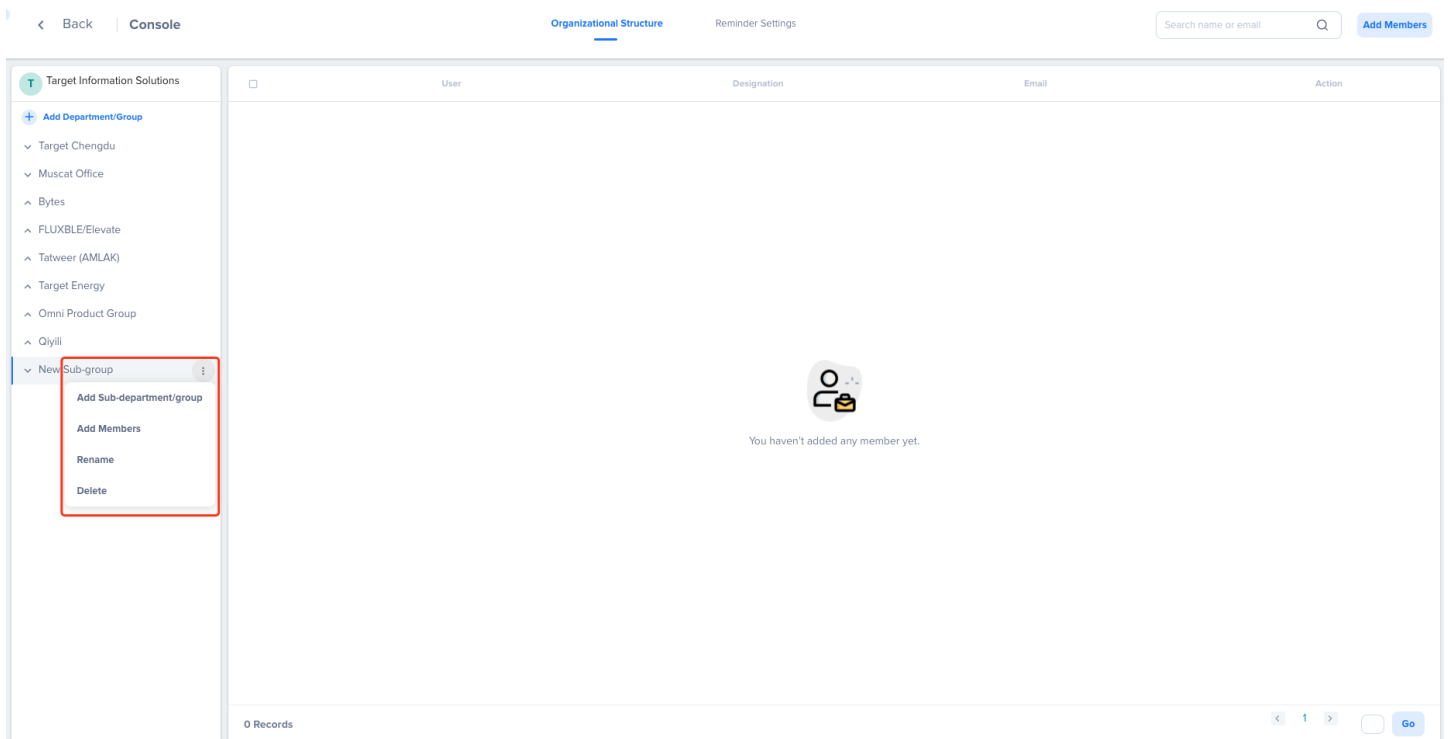
3. Add Sub-department/group

The organization manager can add a sub-department/group under the department/group.



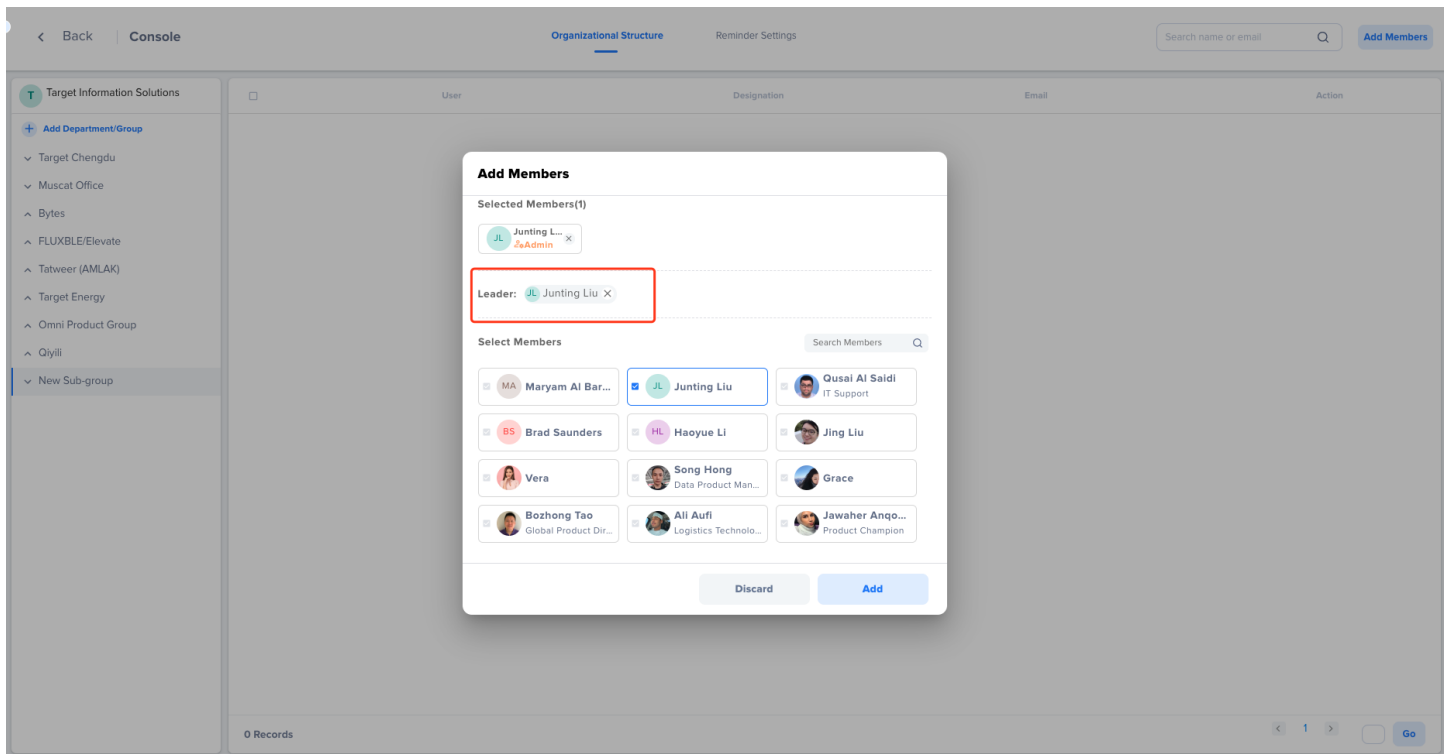
4. Manage organization structure

In the "more" button of each group, there are functions such as "Add Sub-department/group", "Add Members", "Rename", and "Delete". The organization manager can continue to create sub-department/group, and add members to corresponding department/group.



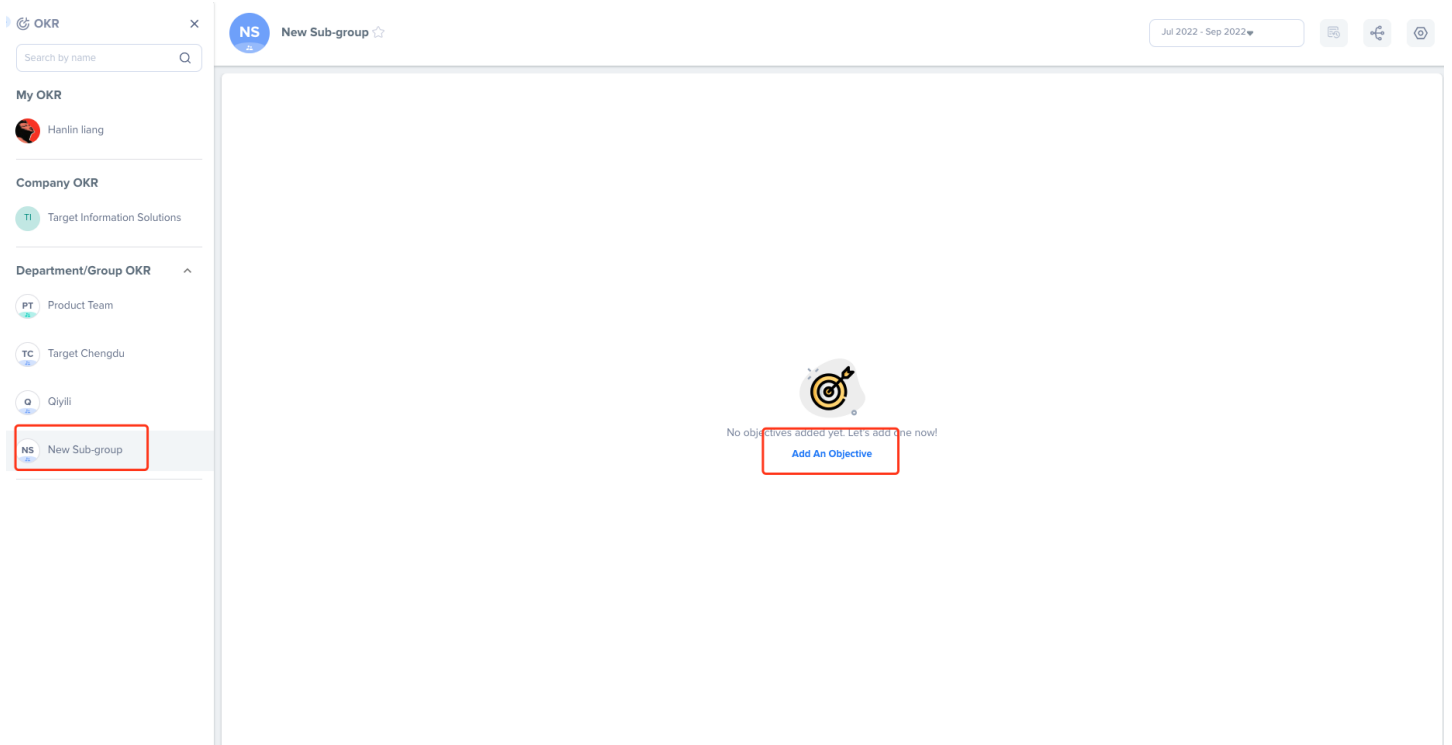
5. Add leader

Select "Add Members" after creating a department/group successfully, and add leader of the department/group in the "Add Members" pop-up window. The leader will be in charge of the department/group OKR. Click the "cross" sign following the leader to reselect a leader.



6. Manage department/group OKR

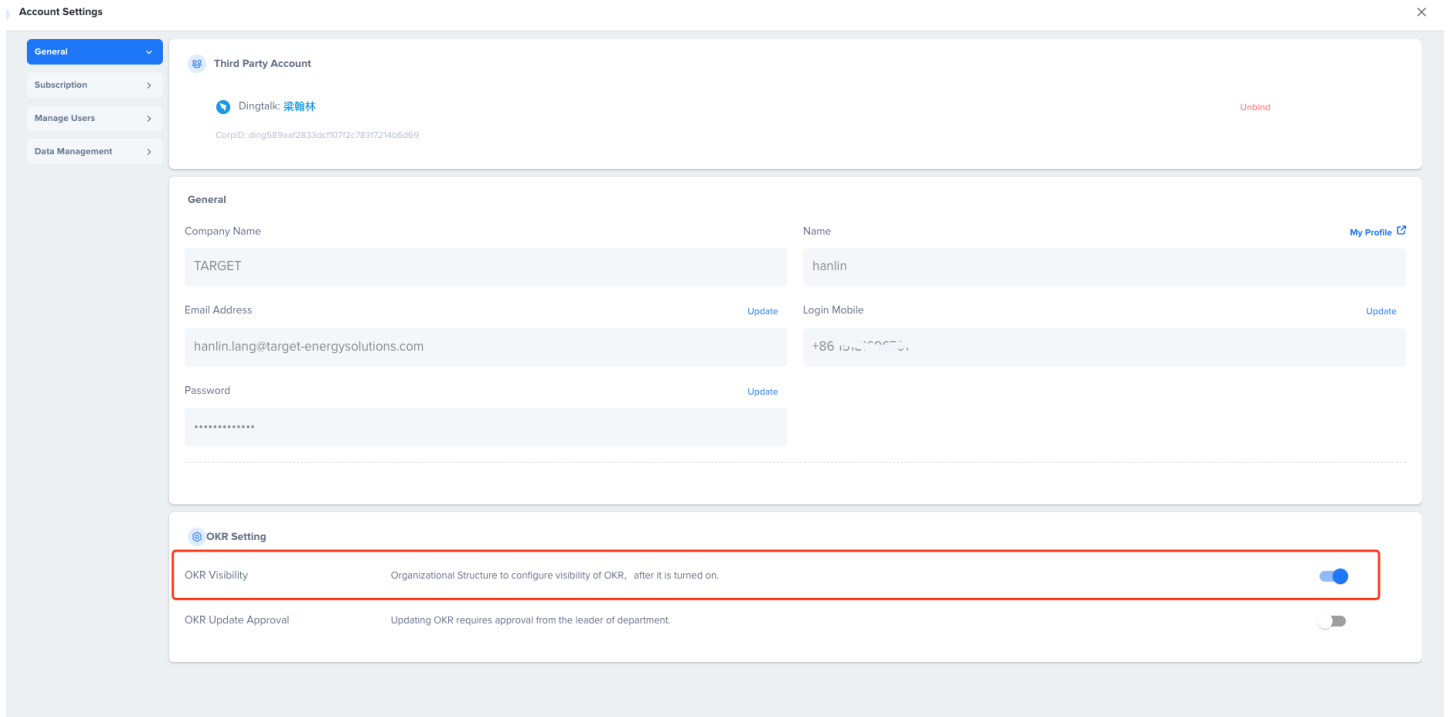
The department/group leader added to the organization structure will take charge of the corresponding department/group. The members added to the department/group can see their department/group OKR on the OKR home page.



Configure OKR Visibility

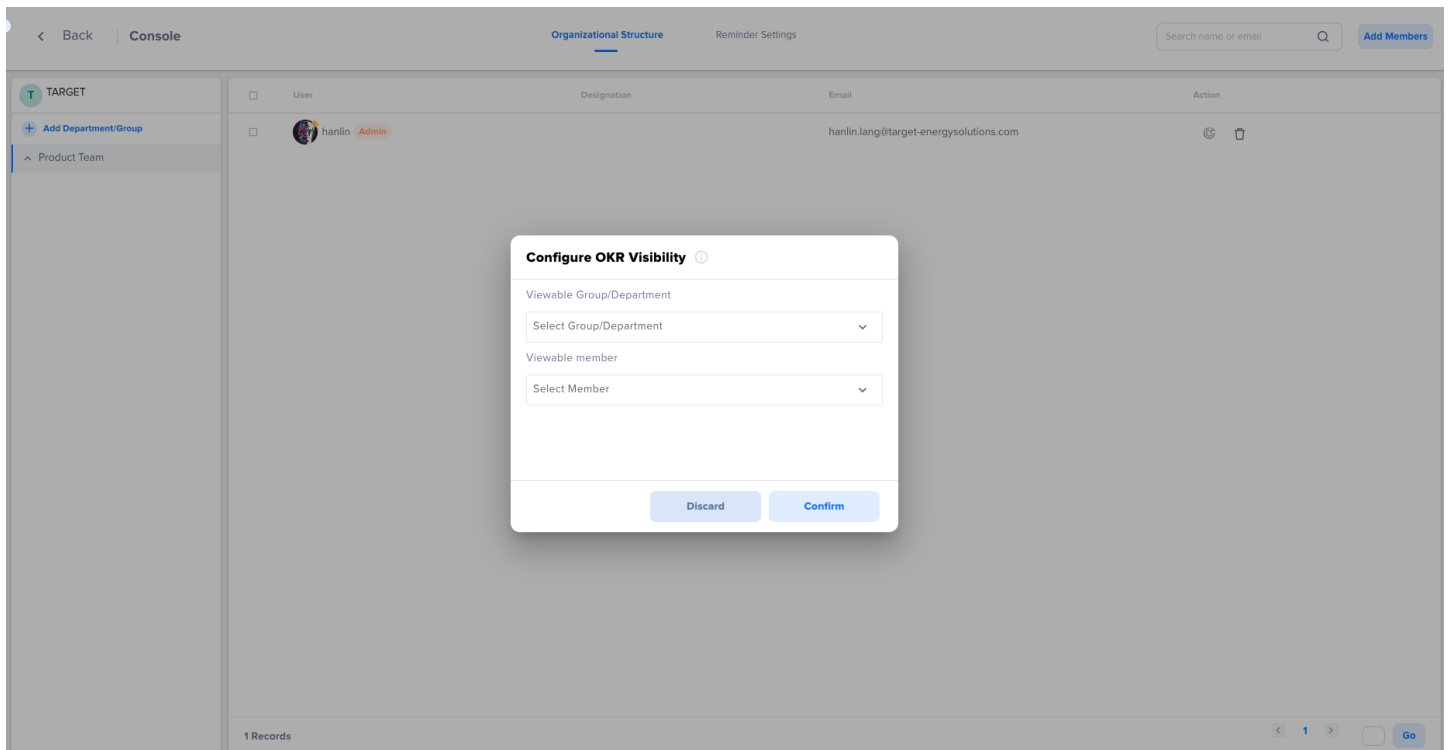
1. The organization manager can select whether to turn on "OKR Visibility" in Account Settings - General - OKR Setting.

When the switch is turned off, the OKRs of all members in the organization are completely open and transparent, and the members can search and check other members' OKRs and alignment. When the switch is turned on, the users cannot see the OKRs information of other members and department, but can configure OKR Visibility of each department/group in the organization structure.



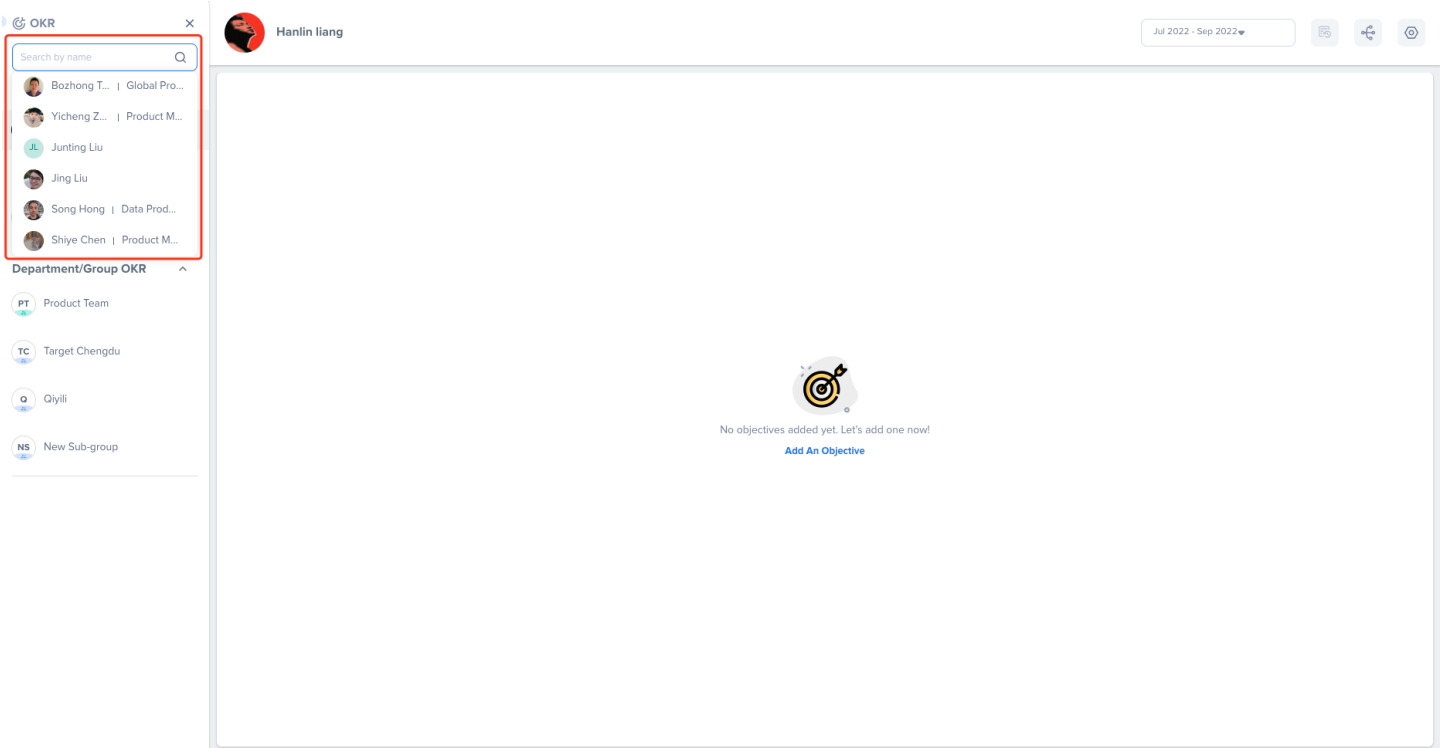
2. Configure OKR Visibility

Click "Configure OKR Visibility", select department and members who can view OKRs in this Department/Group".



3. Configuration complete

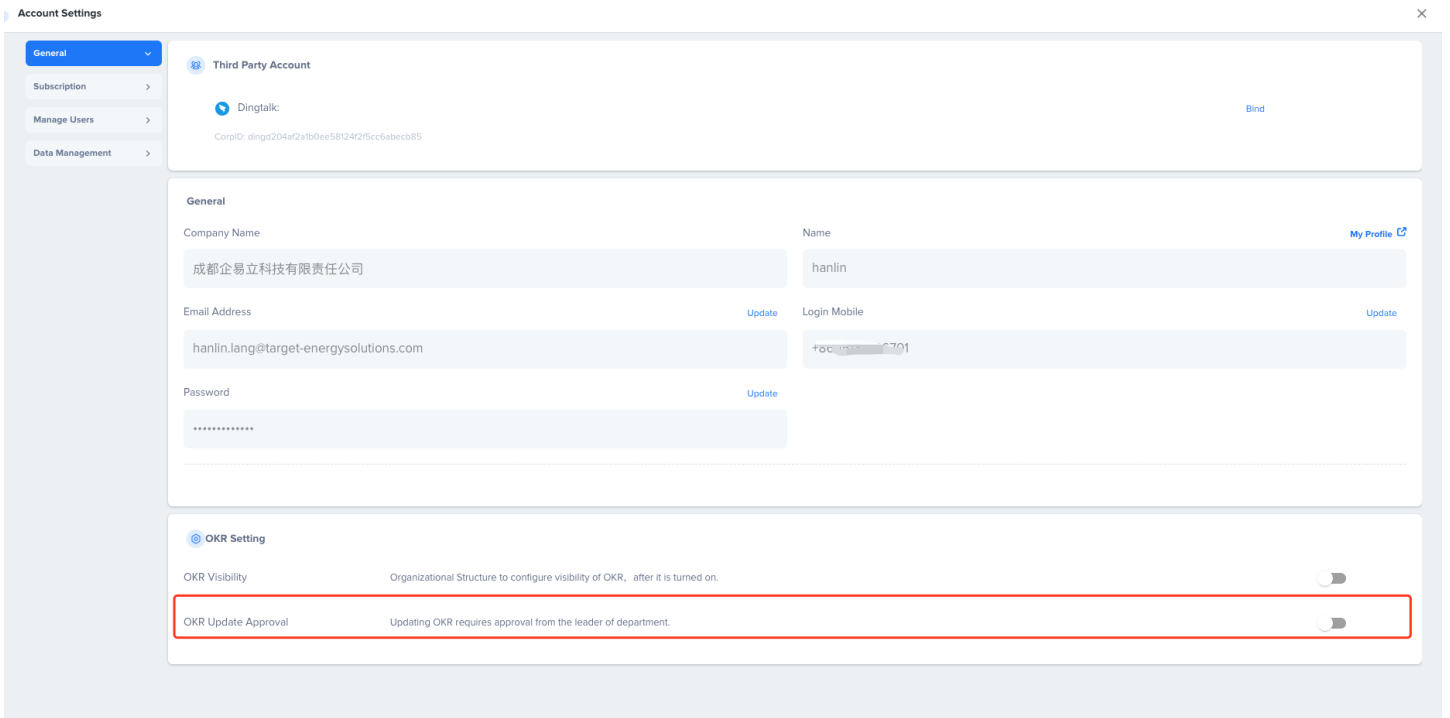
After OKR Visibility configuration is complete, in search boxes "search member" and "add alignment", only members and departments/groups which have been set to visible can be searched.



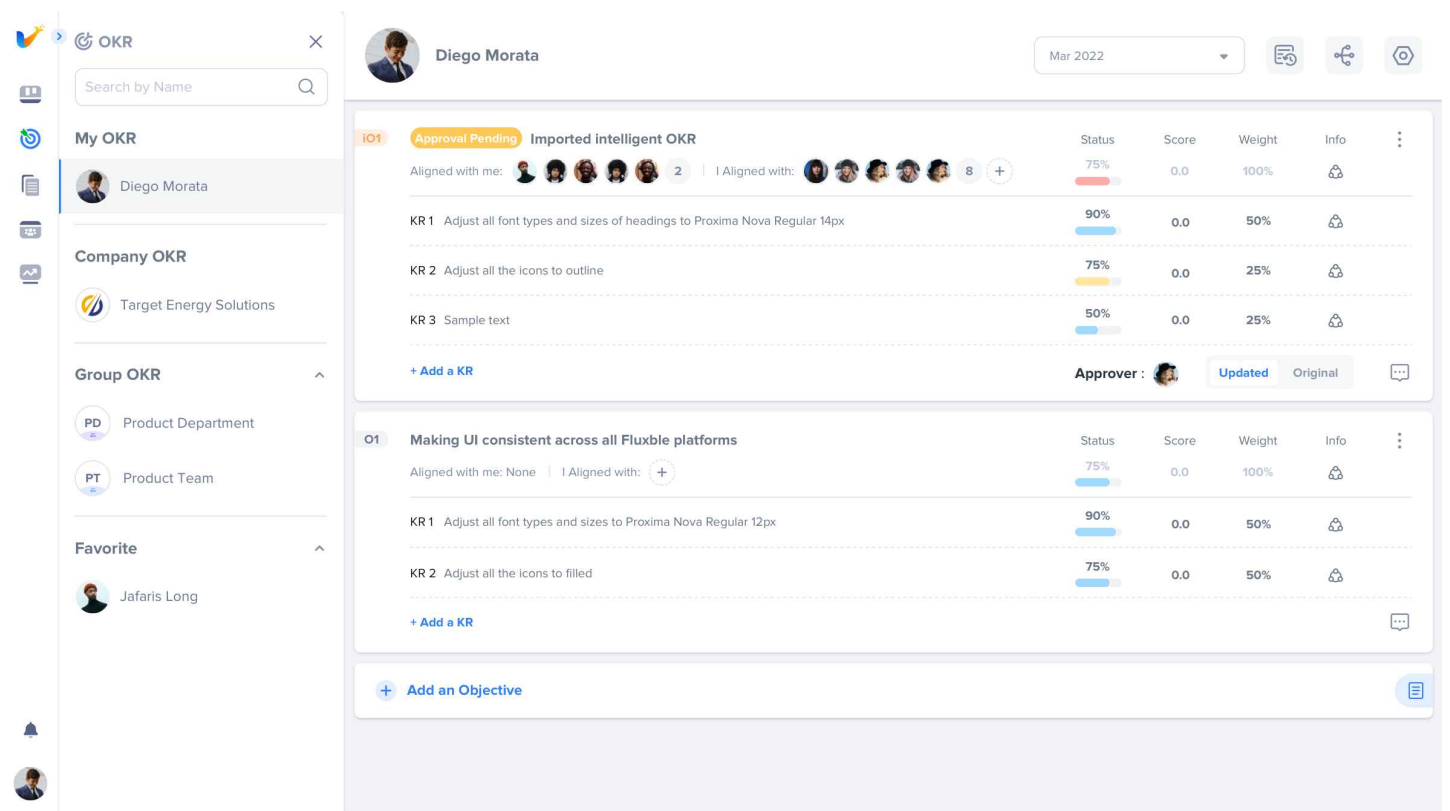
OKR modification and approval

1. The organization manager can select whether to turn on "OKR Update Approval" switch in Account Settings - General - OKR Setting.

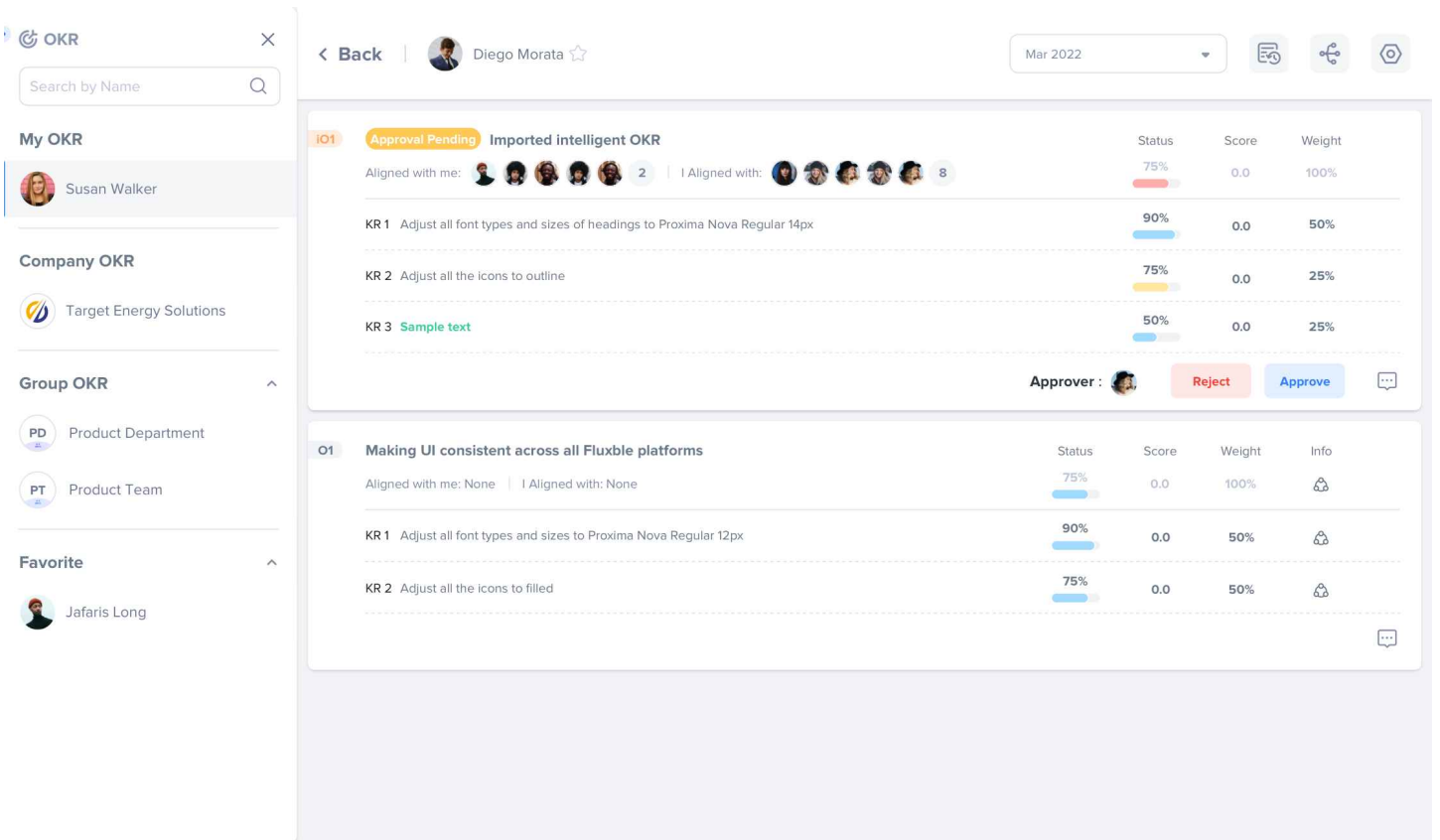
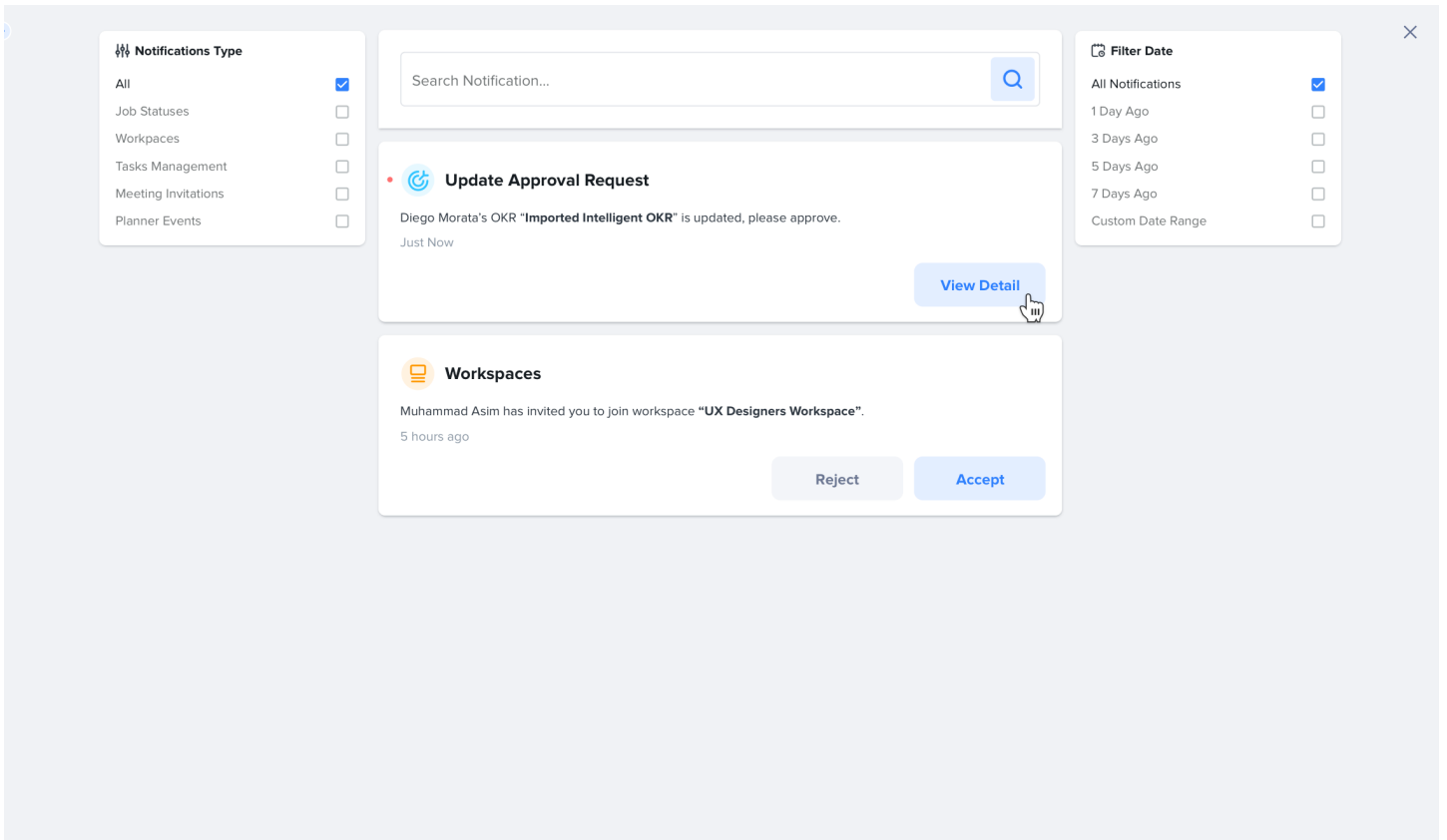
When the switch is turned off, the user's OKR can be freely edited. When the switch is turned on, it requires department/group leader's approval to update OKR.



2. After the user completes editing OKR, the status of OKR is "Approval Pending". The user can view approver and the content of OKR before and after modification. It also supports the user recalling and revising the edit before it gets approved/rejected.

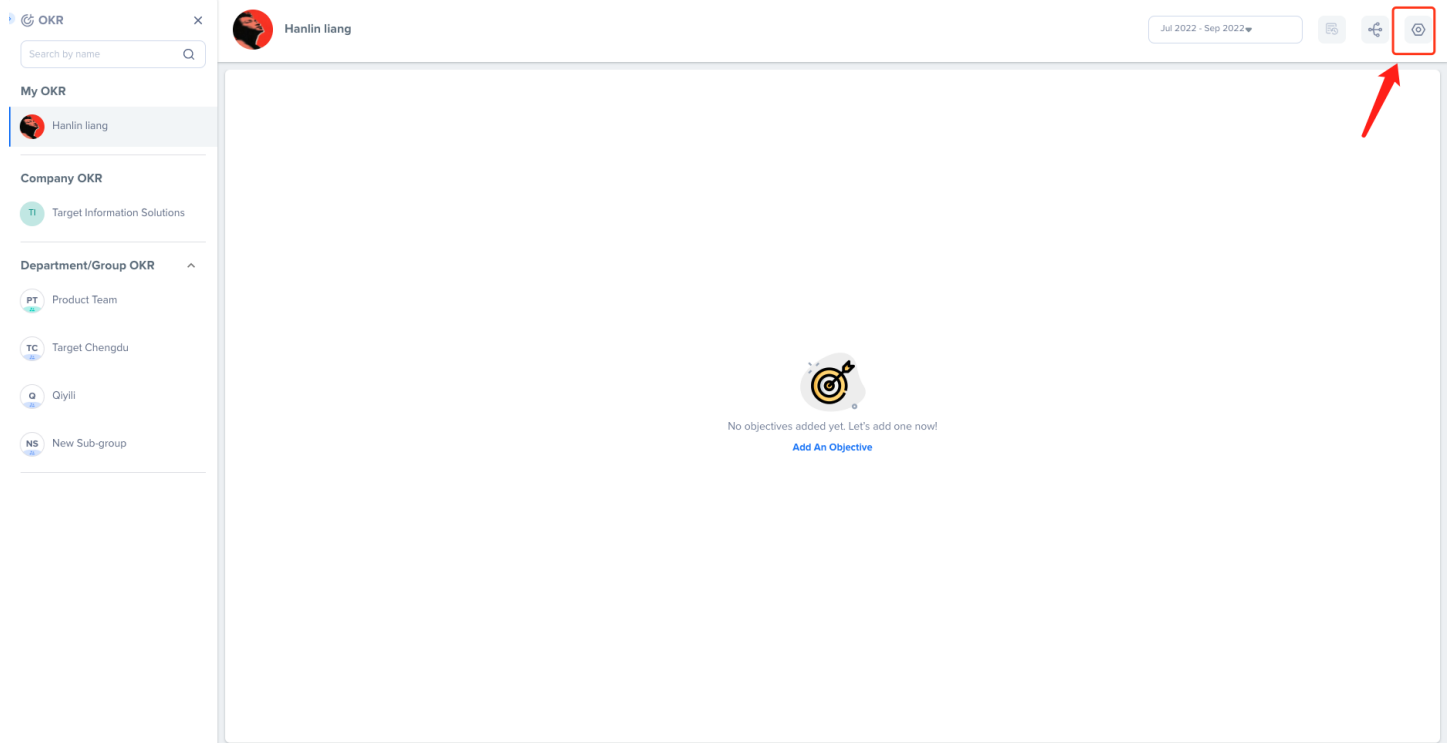


3. After the department/group leader receives the approval application notification, he/she can click the notification which will bring him/her onto the member's OKR home page to approve or reject the application.



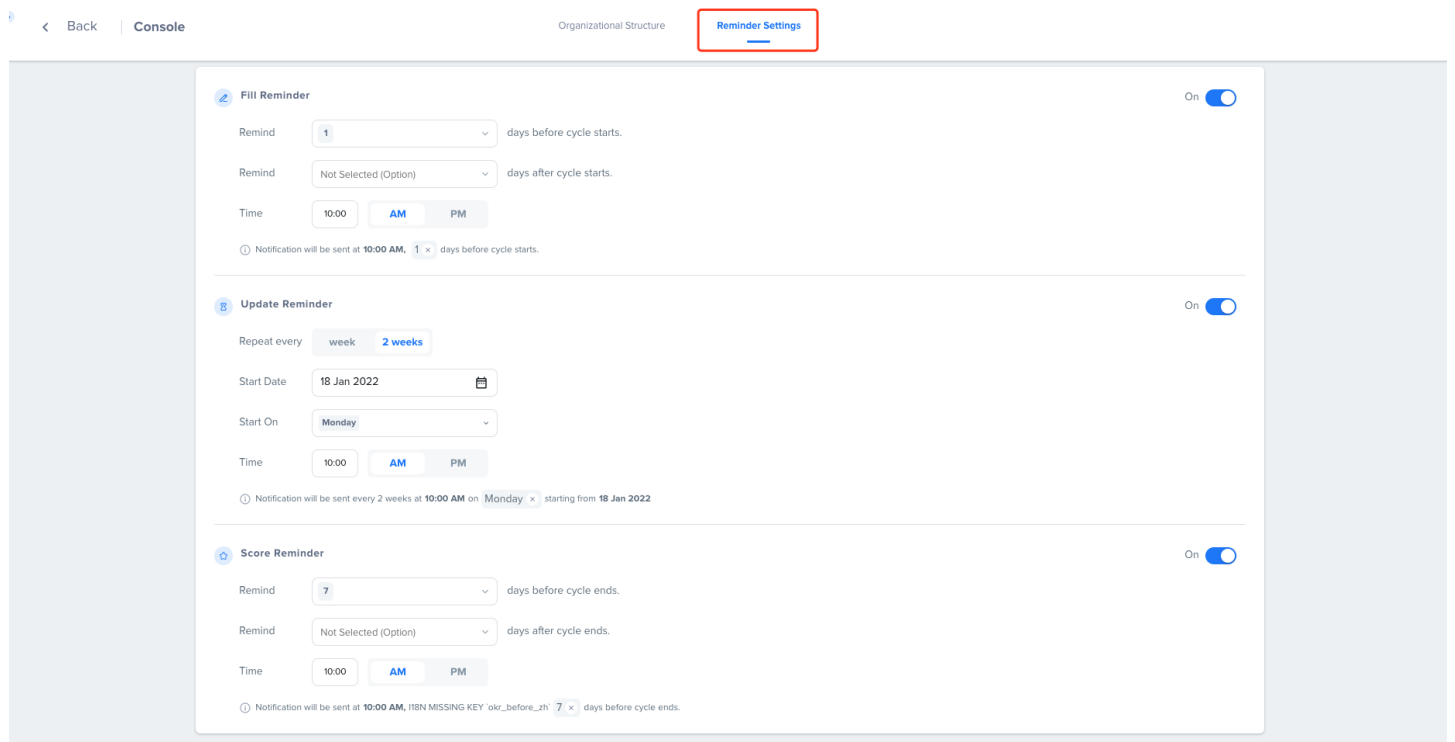
Reminder Settings

1. The manager enters the **【Console】**



2. Click on the "Reminder Settings" tab, and he/she can set "Fill Reminder", "Update Reminder", and "Score Reminder"

After the "Fill Reminder", "Update Reminder", and "Score Reminder" switches are turned on, the user can set up the notification sending time and frequency, and the system will send the notification automatically based on the setup.



Configure OKR

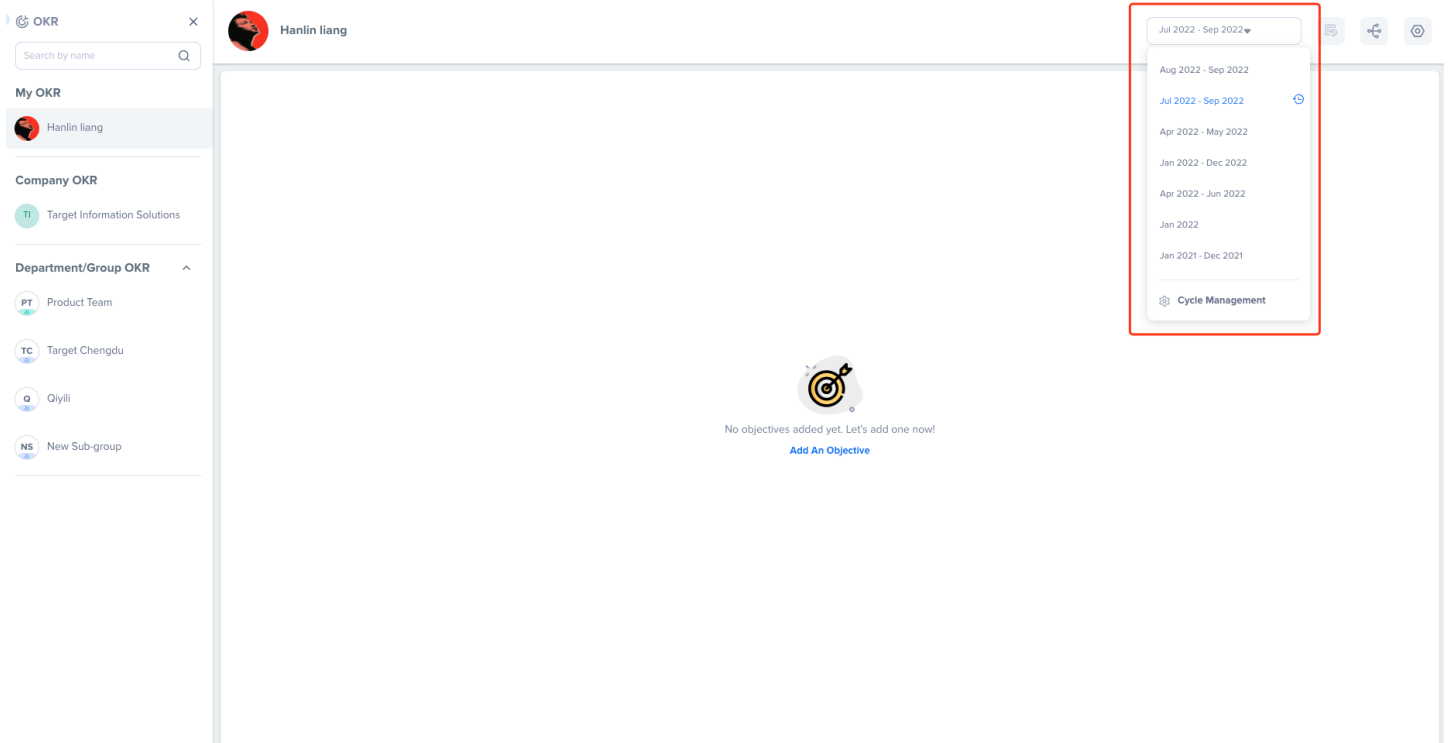
After the basic setting is completed, organization manager can further configure OKR to set up OKR cycles, set visibility of organization/department and leaders/managers' OKR, fill in the

OKRs, associate tasks & charts, add alignment and more...

Setup OKR Cycle

1. Select a cycle.

Select the current cycle in use in the cycle selector to ensure that all members of the organization are using OKR under the same cycle.



2. Manage cycle

The administrator can click the "Cycle Management" button in the cycle selection list to enter the cycle management page to manage all cycles, or set a cycle as the "current cycle", so that all members of the organization can work under the same cycle. Operation of OKR.

< Back Cycle Management Search by title

In Progress, Not Started, Completed

Title	Cycle Length	Objective Cycle	Created on	Action
Aug 2022 - Sep 2022	2 Months	Aug 2022 - Sep 2022	04 Aug 2022, 2:46 PM	
2022年7月-9月	3 Months	Jul 2022 - Sep 2022	13 Jul 2022, 10:46 AM	
2022年4月-5月	2 Months	Apr 2022 - May 2022	17 Mar 2022, 3:15 PM	
Annual OKR 2022	12 Months	Jan 2022 - Dec 2022	21 Dec 2021, 1:05 PM	
Target Energy Solutions Q2 2022	3 Months	Apr 2022 - Jun 2022	20 Dec 2021, 7:18 PM	
Jan 2022	1 Months	Jan 2022	20 Dec 2021, 7:18 PM	
Annual OKR 2021	12 Months	Jan 2021 - Dec 2021	20 Dec 2021, 7:18 PM	
Oct 2021 - Dec 2021	3 Months	Oct 2021 - Dec 2021	18 Dec 2021, 7:18 PM	
Target Energy Solutions Q1 2022	3 Months	Jan 2022 - Mar 2022	01 Dec 2021, 8:00 AM	
Nov 2021 - Dec 2021	2 Months	Nov 2021 - Dec 2021	01 Nov 2021, 8:00 AM	
Oct 2021	1 Months	Oct 2021	01 Oct 2021, 8:00 AM	
Sep 2021	1 Months	Sep 2021	01 Sep 2021, 8:00 AM	
Aug 2021	1 Months	Aug 2021	01 Feb 2021, 8:00 AM	

13 Records < 1 >

Personal OKR, corporate OKR, departmental OKR

1. My OKR: Every user can fill in their own OKR on the OKR homepage.

OKR Hanlin liang Jul 2022 - Sep 2022

Search by name

My OKR

- Hanlin liang

Company OKR

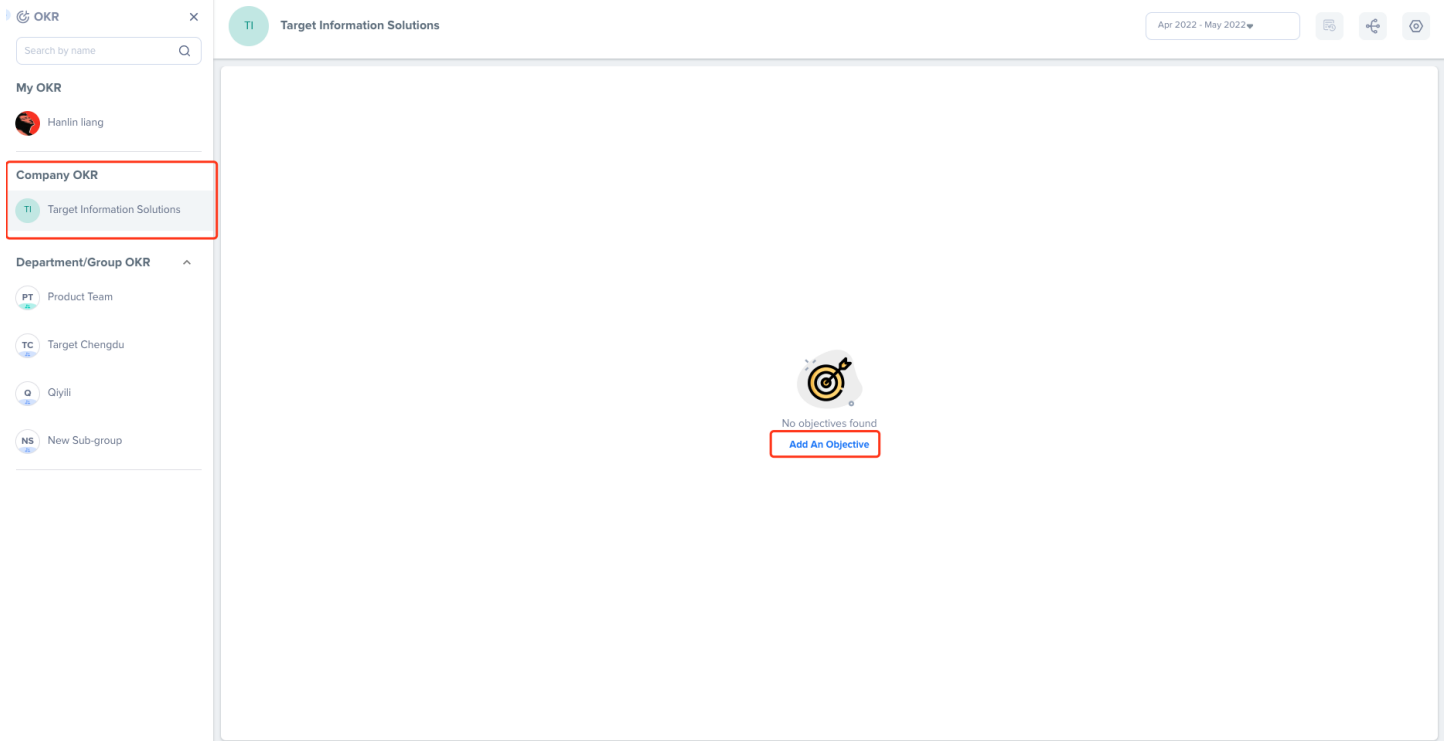
- Target Information Solutions

Department/Group OKR

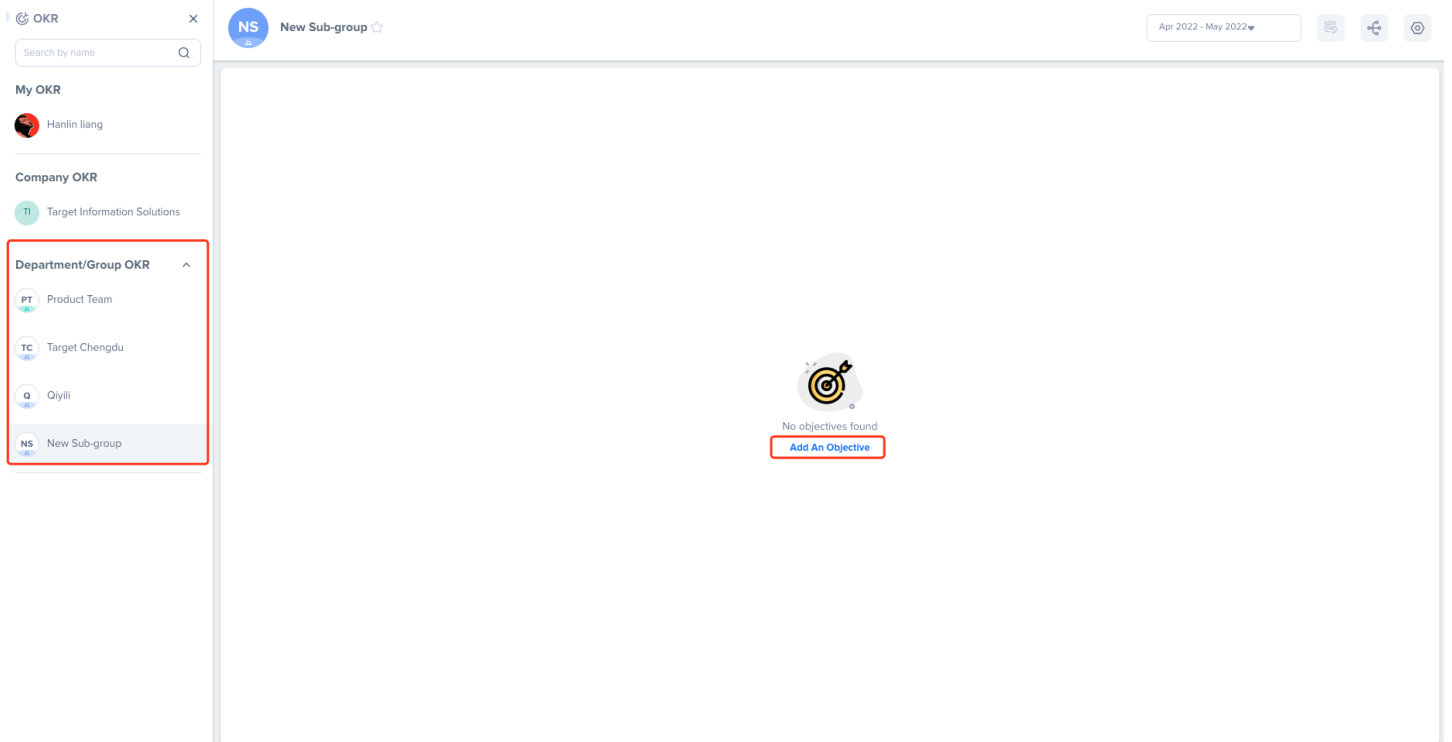
- Product Team
- Target Chengdu
- Qiyili
- New Sub-group

No objectives added yet. Let's add one now!

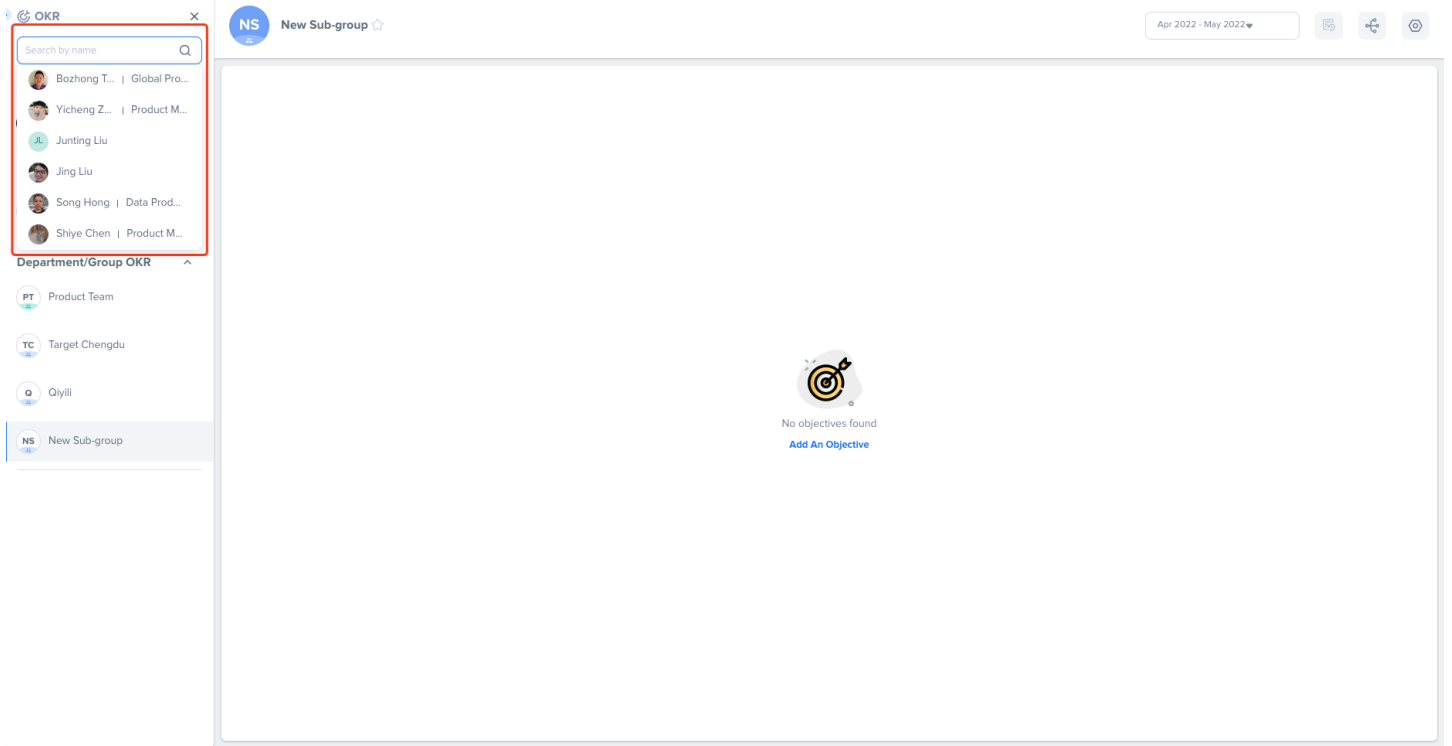
2. Company OKR: Organization administrators can manage (fill in, delete, and edit) company OKR, and members of the organization can view company OKR.



3. Department OKR: Leader can manage the OKR of their own departments.

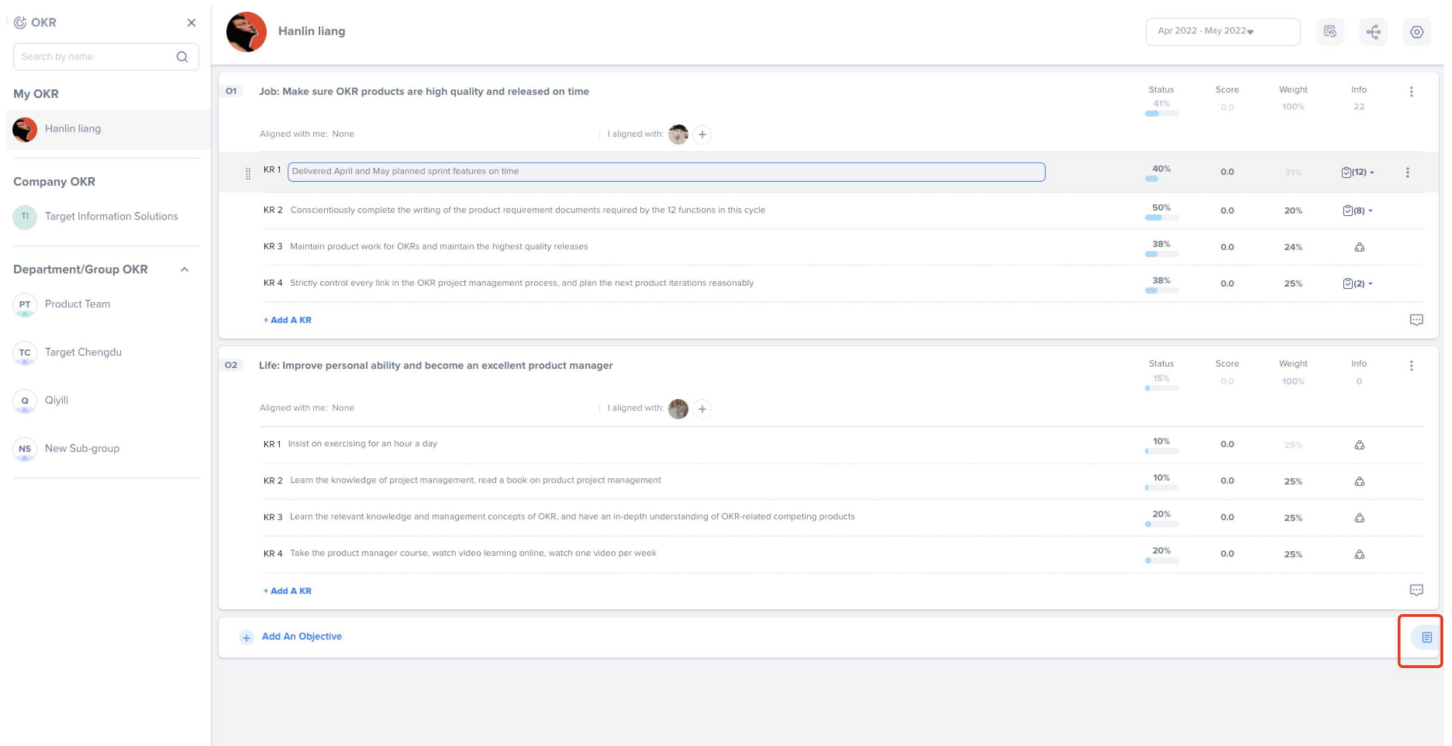


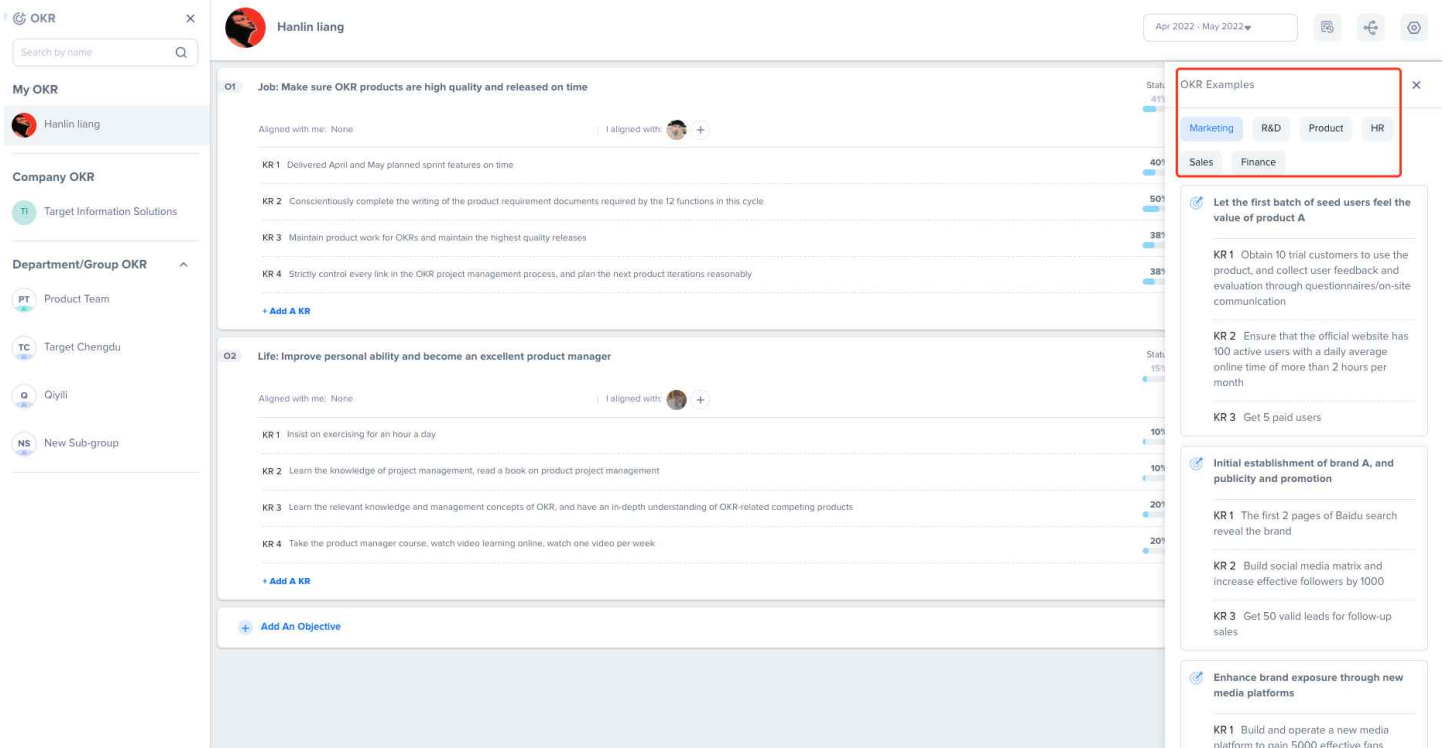
4. Search the OKR of other members of the company, for example: view the OKR of department leaders.



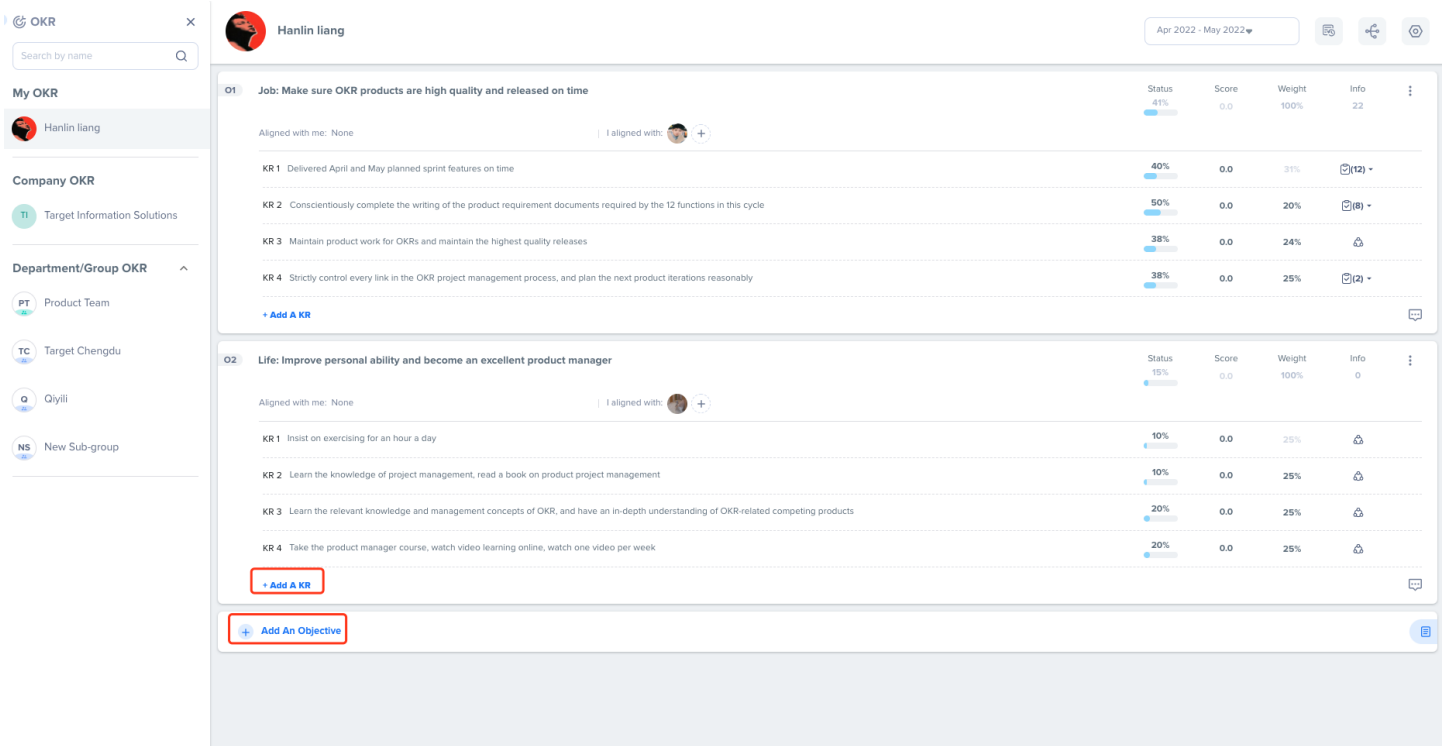
Fill in OKR

1. Click "Case" to open the OKR case library. When filling in OKR, you can refer to the OKR templates of different positions to assist in filling in.





2. Click "Add Goal" to set your own goal, and click "Add KR" to fill in the key results that support the goal.



3. The number of O and KR is preferably three to five. In addition, you can adjust the order of goals and KR by dragging and dropping, which is conducive to focusing on key goals and sorting out priorities.

O1: Job: Make sure OKR products are high quality and released on time

Key Result	Progress	Score	Weight	Info
KR 1 Delivered April and May planned sprint features on time	40%	0.0	31%	(12)
KR 2 Conscientiously complete the writing of the product requirement documents required by the 12 functions in this cycle	50%	0.0	20%	(8)
KR 3 Maintain product work for OKRs and maintain the highest quality releases	38%	0.0	24%	
KR 4 Strictly control every link in the OKR project management process, and plan the next product iterations reasonably	38%	0.0	25%	(2)

O2: Life: Improve personal ability and become an excellent product manager

Key Result	Progress	Score	Weight	Info
KR 1 Insist on exercising for an hour a day	10%	0.0	25%	
KR 2 Learn the knowledge of project management, read a book on product project management	10%	0.0	25%	
KR 3 Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related competing products	20%	0.0	25%	
KR 4 Take the product manager course, watch video learning online, watch one video per week	20%	0.0	25%	

4. After the OKR is filled out, the weight, progress and status of each KR can be adjusted.

O1: Job: Make sure OKR products are high quality and released on time

Key Result	Progress	Score	Weight	Info
KR 1 Delivered April and May planned sprint features on time	40%	0.0	31%	(12)
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O2: Life: Improve personal ability and become an excellent product manager

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KR 3 Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related competing products	20%	0.0	25%	
KR 4 Take the product manager course, watch video learning online, watch one video per week	20%	0.0	25%	

5. Edit OKR, and click "O" or "KR" to edit directly.

The screenshot displays the OKR management interface for user Hanlin liang. It shows two objectives (O1 and O2) with their respective key results (KR) and progress bars. Objective O1 is 'Job: Make sure OKR products are high quality and released on time' with a 41% status. Objective O2 is 'Life: Improve personal ability and become an excellent product manager' with a 15% status. The interface includes a sidebar with navigation options like 'My OKR', 'Company OKR', and 'Department/Group OKR'.

Objective	Description	Status	Score	Weight	Info
O1	Job: Make sure OKR products are high quality and released on time	41%	0.0	100%	22
O1	KR 1: Delivered April and May planned sprint features on time	40%	0.0	31%	(12)
	KR 2: Conscientiously complete the writing of the product requirement documents required by the 12 functions in this cycle	50%	0.0	20%	(8)
	KR 3: Maintain product work for OKRs and maintain the highest quality releases	38%	0.0	24%	
	KR 4: Strictly control every link in the OKR project management process, and plan the next product iterations reasonably	38%	0.0	25%	(2)
O2	Life: Improve personal ability and become an excellent product manager	15%	0.0	100%	0
O2	KR 1: Insist on exercising for an hour a day	10%	0.0	25%	
	KR 2: Learn the knowledge of project management, read a book on product project management	10%	0.0	25%	
	KR 3: Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related competing products	20%	0.0	25%	
	KR 4: Take the product manager course, watch video learning online, watch one video per week	20%	0.0	25%	

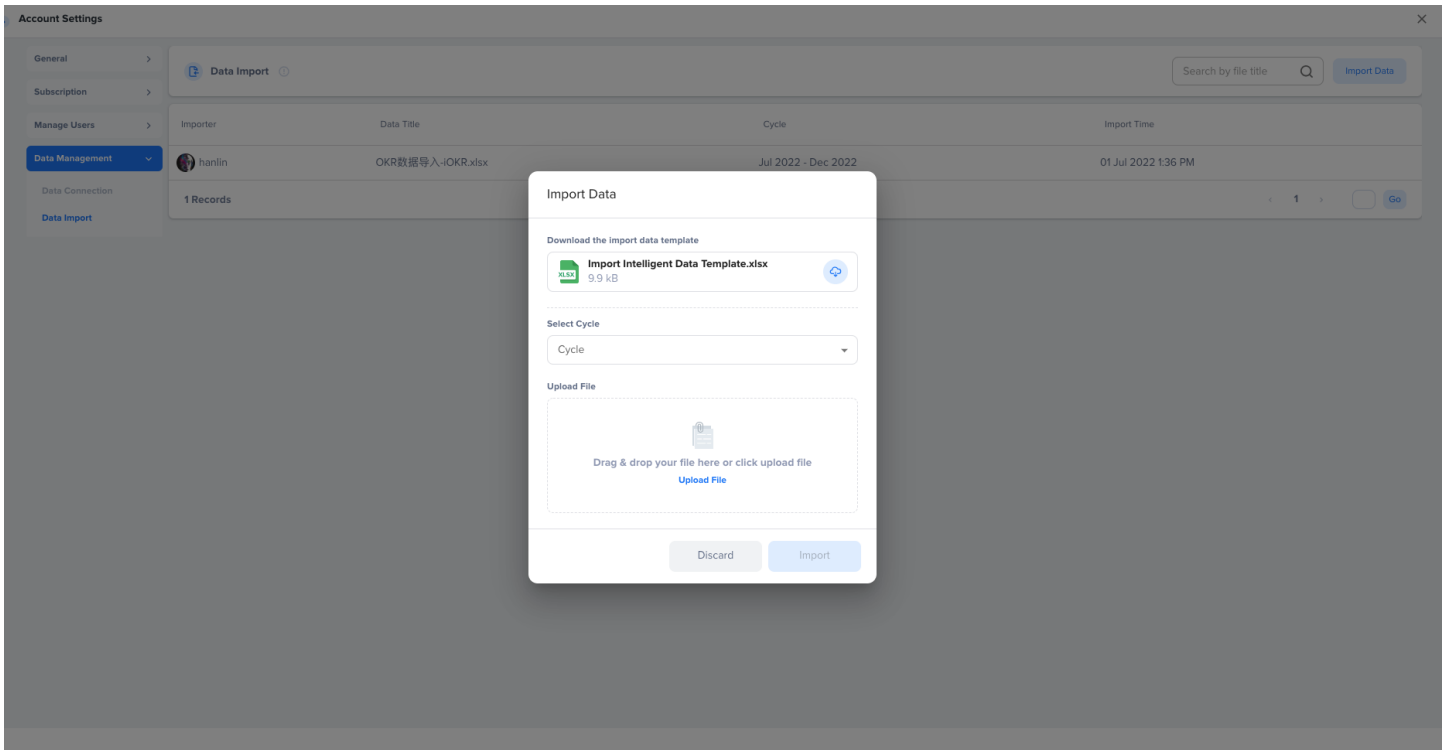
Automatically generated iOKR

1. While supporting manual filling in OKR, it also supports importing data to generate iOKR automatically. The administrator clicks "Import Data" in Settings - Data Management - Data Import.

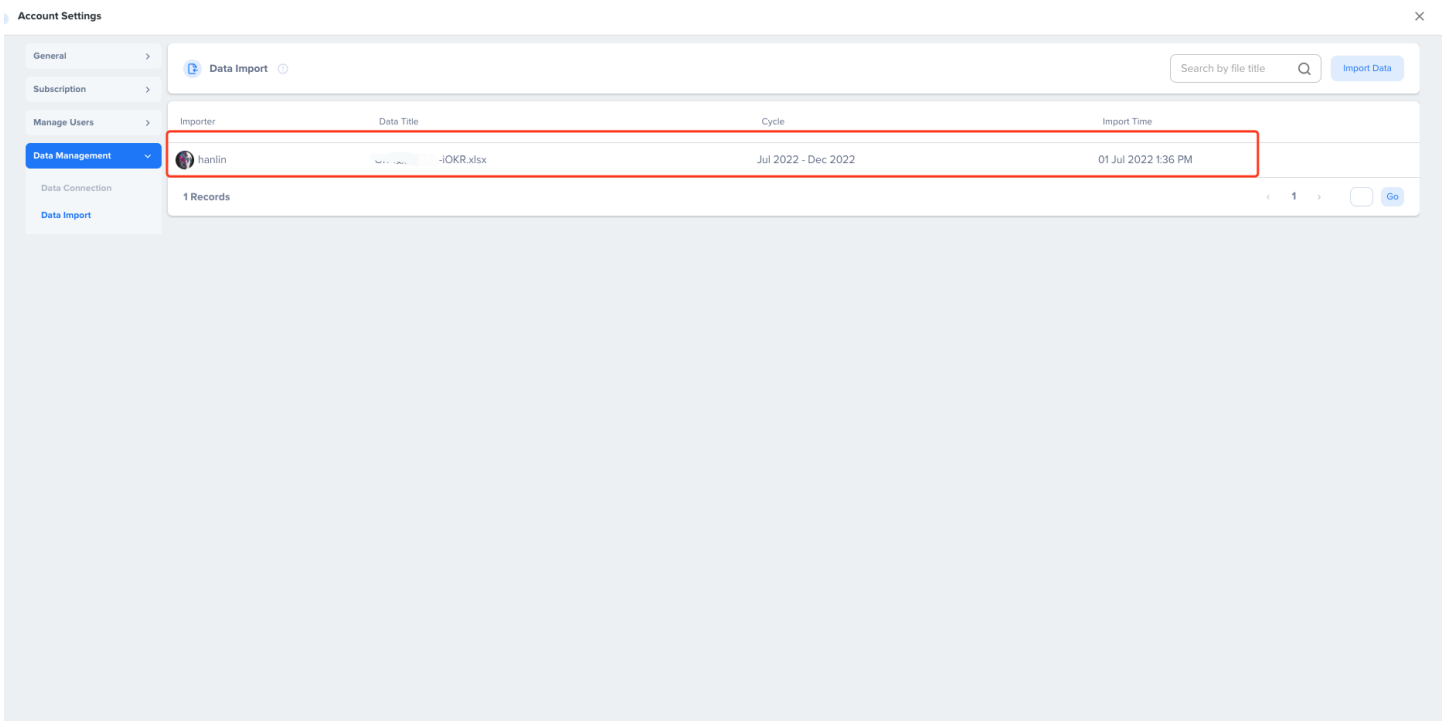
The screenshot shows the 'Account Settings' interface, specifically the 'Data Import' section. The 'Data Import' button is highlighted with a red box. Below it, a table displays the imported data records. The table has columns for 'Importer', 'Data Title', 'Cycle', and 'Import Time'. A search bar and an 'Import Data' button are also visible.

Importer	Data Title	Cycle	Import Time
hanlin	...	Jul 2022 - Dec 2022	01 Jul 2022 1:36 PM

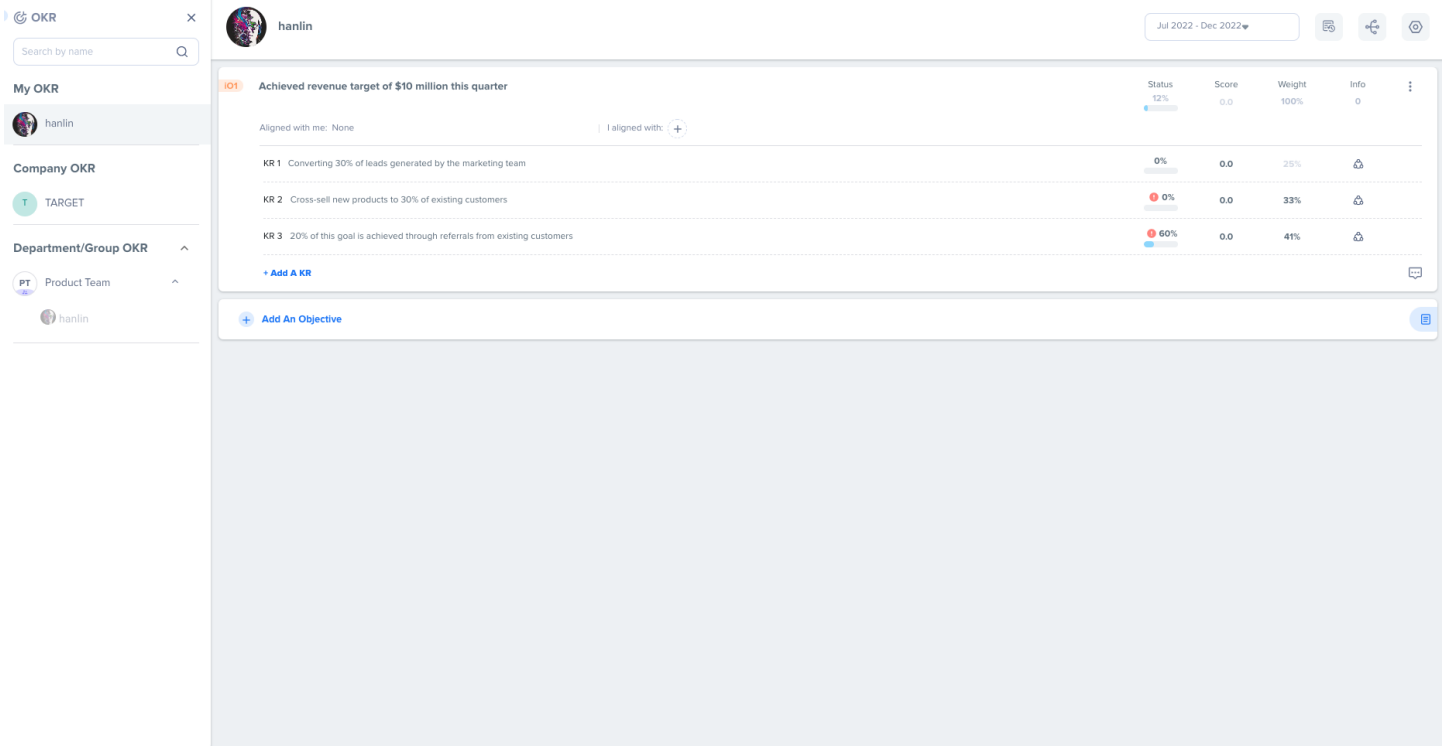
2. Download the template for importing data, fill in the data according to the template format and requirements, select the cycle to be imported into, and upload the file.



3. After the file is uploaded, the successfully imported data information will be recorded in the "Data Import" page.

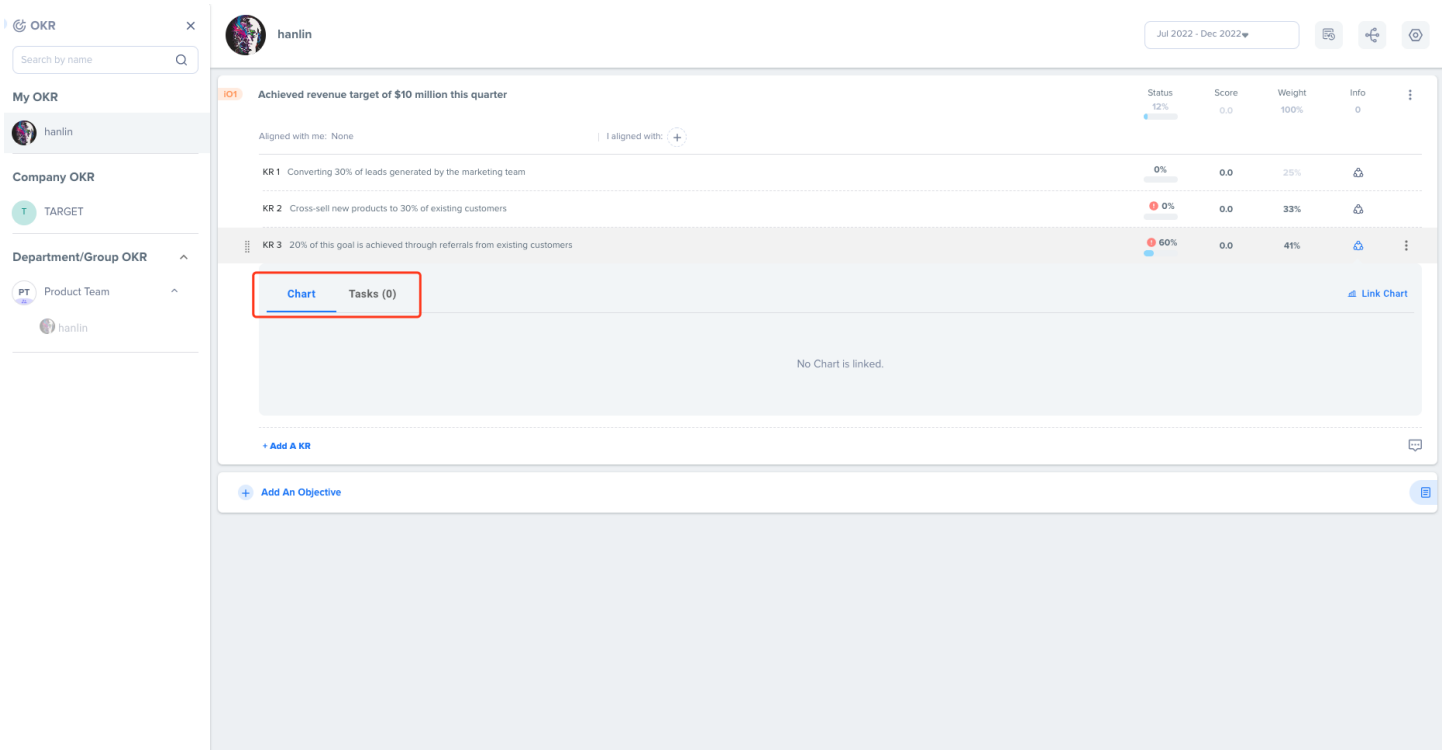


4. After the data is imported, the user can see the iOKR automatically generated based on the imported data on the OKR homepage.



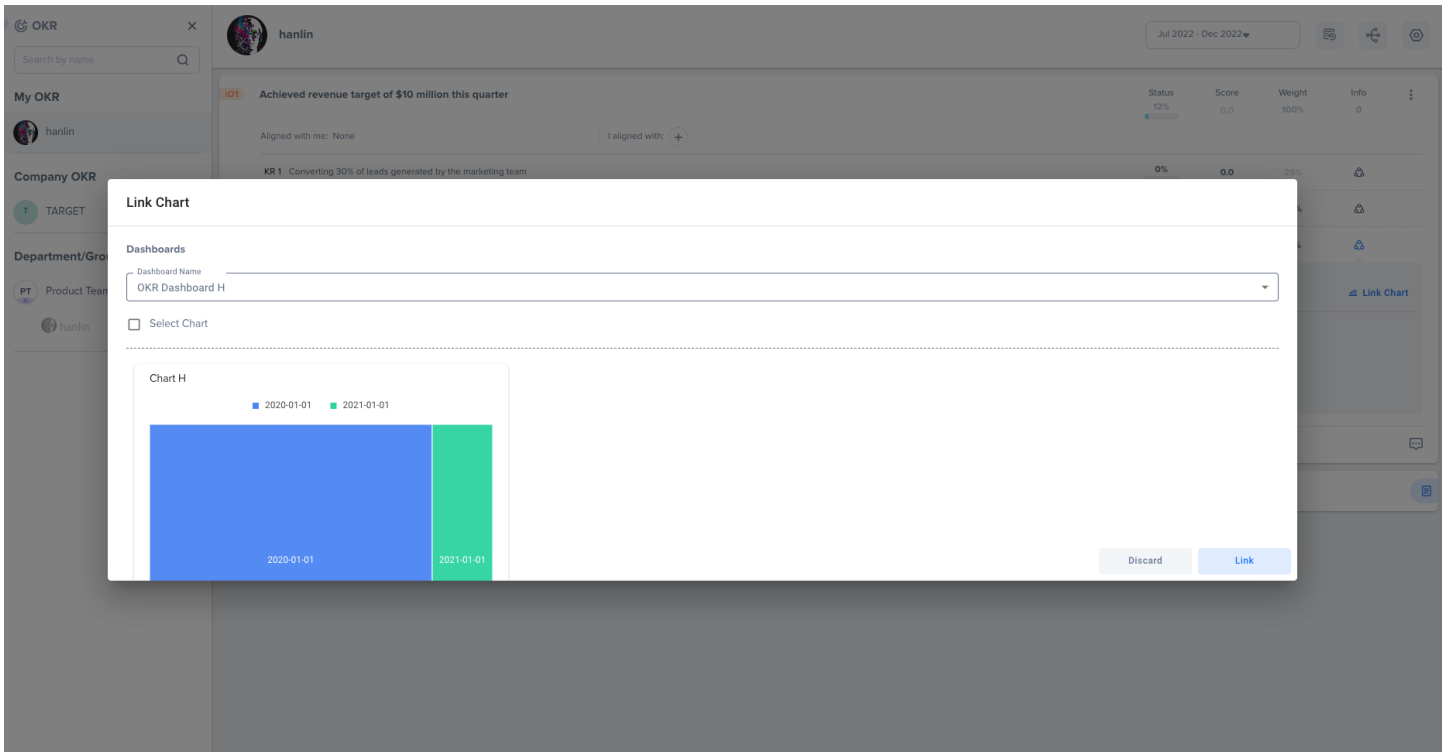
Related information

1. The “info” on the OKR homepage includes two parts: "chart" and "task", which support linking related chart data and specific tasks in KR.

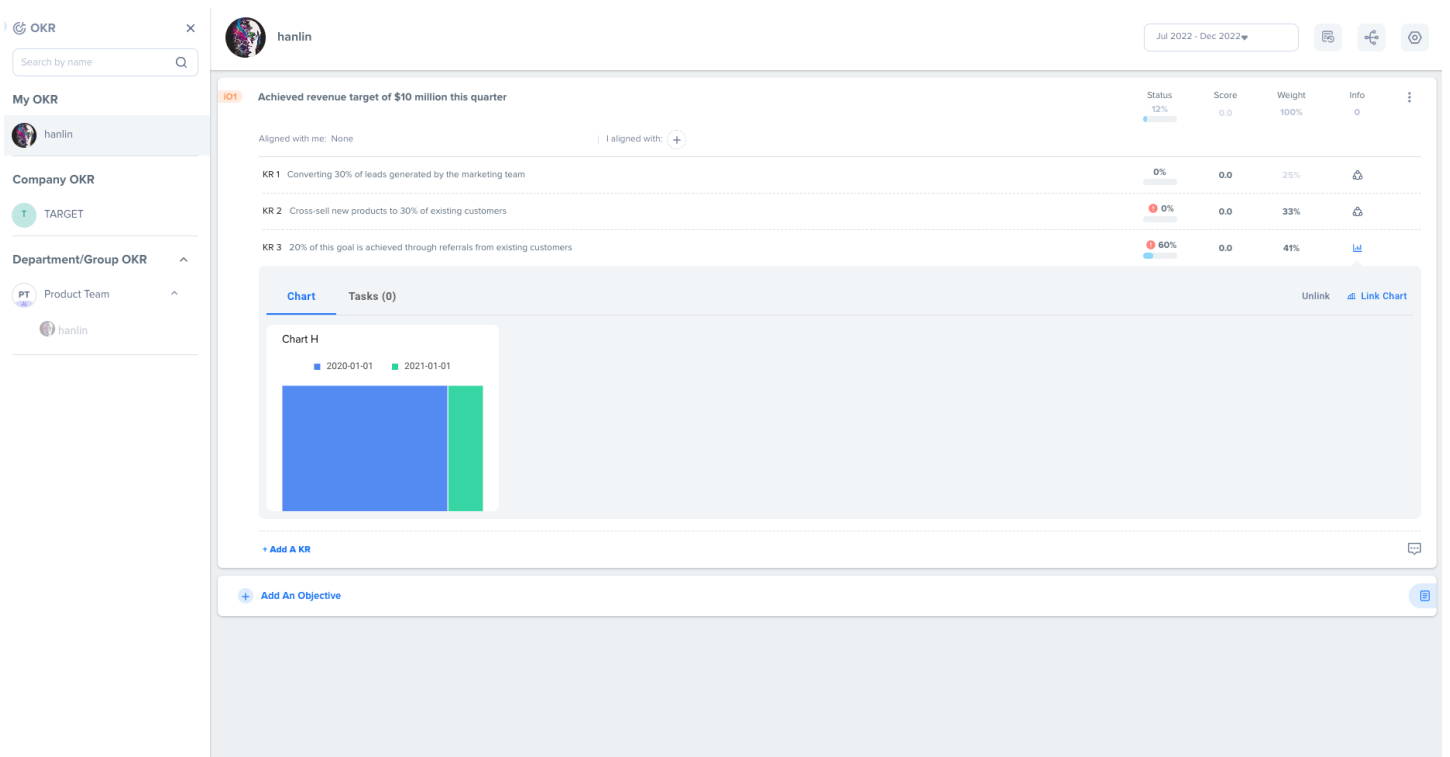


2. Link chart

Click “Link Charts” and select the “Dashboard” or “Chart” to link.

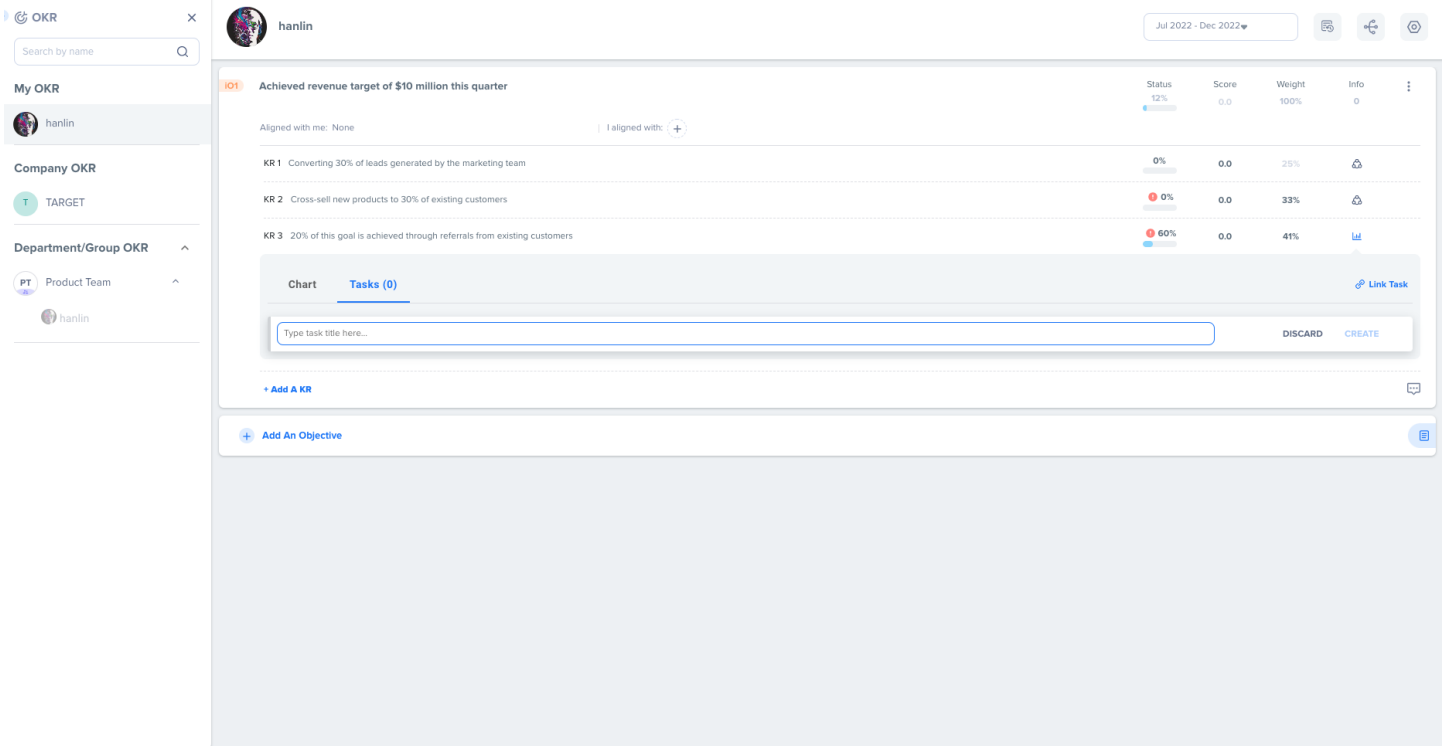


3. After the chart link is completed, you can see the chart details in "link Information". Let each O and KR have corresponding data support.



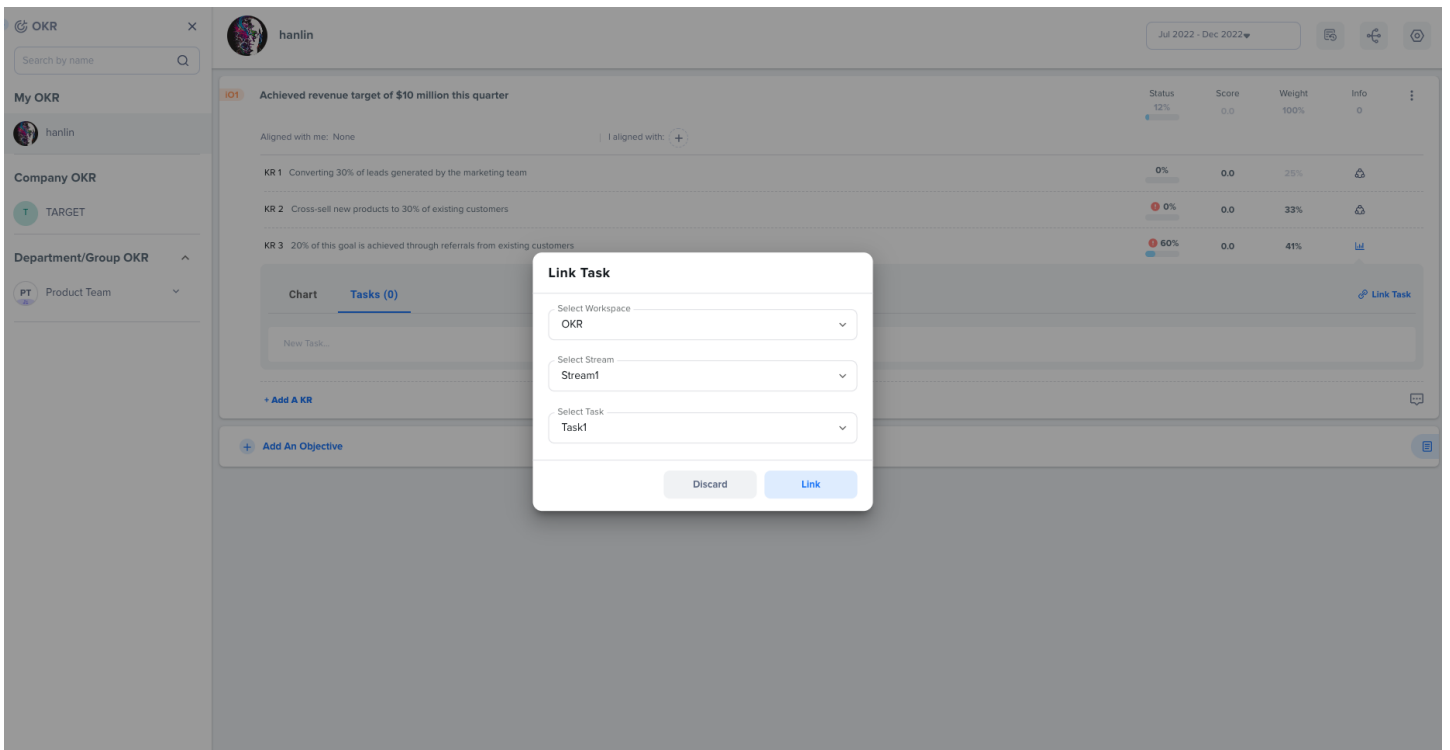
4. Create task

Create tasks are supported in the task list, click "New Task" to create a task directly.

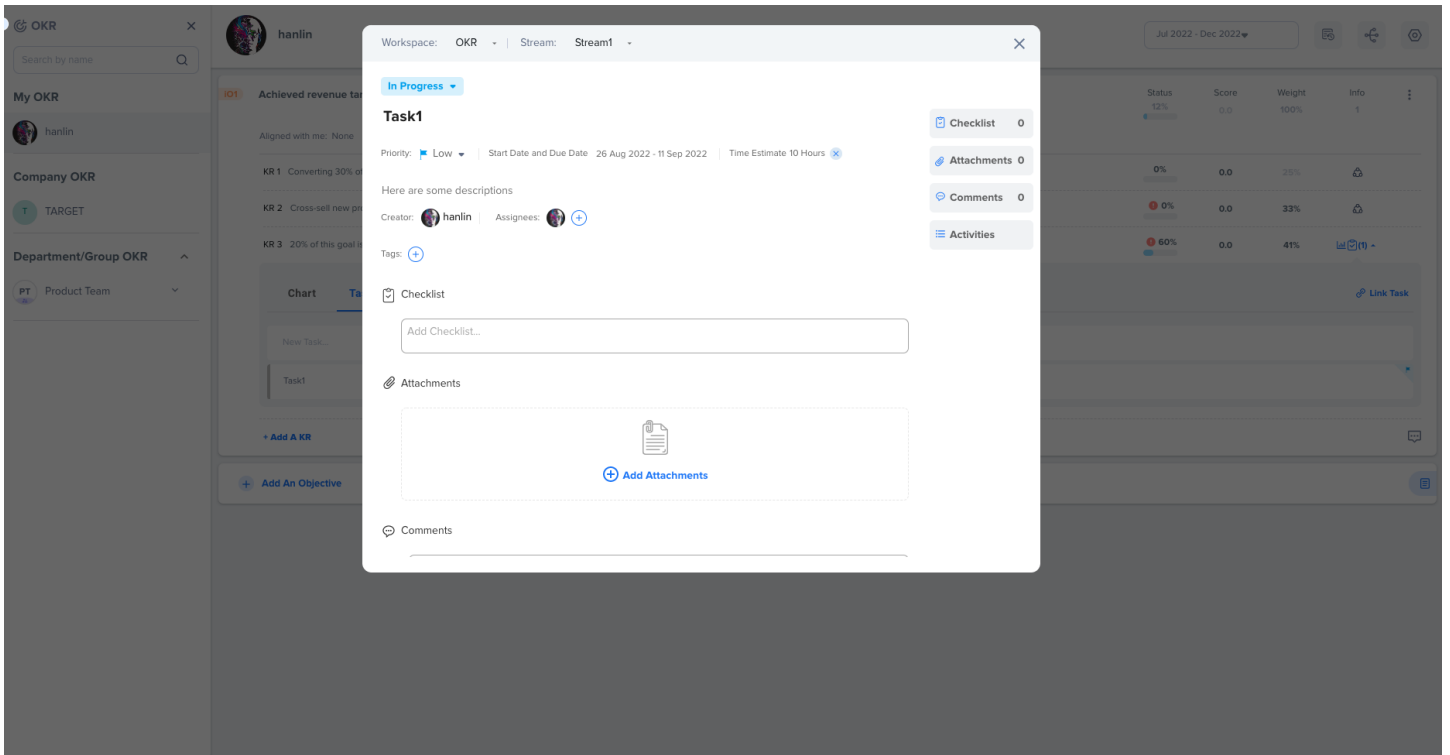


5. Link task

KR can be linked with tasks in the workspace module, click "Link Tasks" - select workspace, columns and tasks to link.

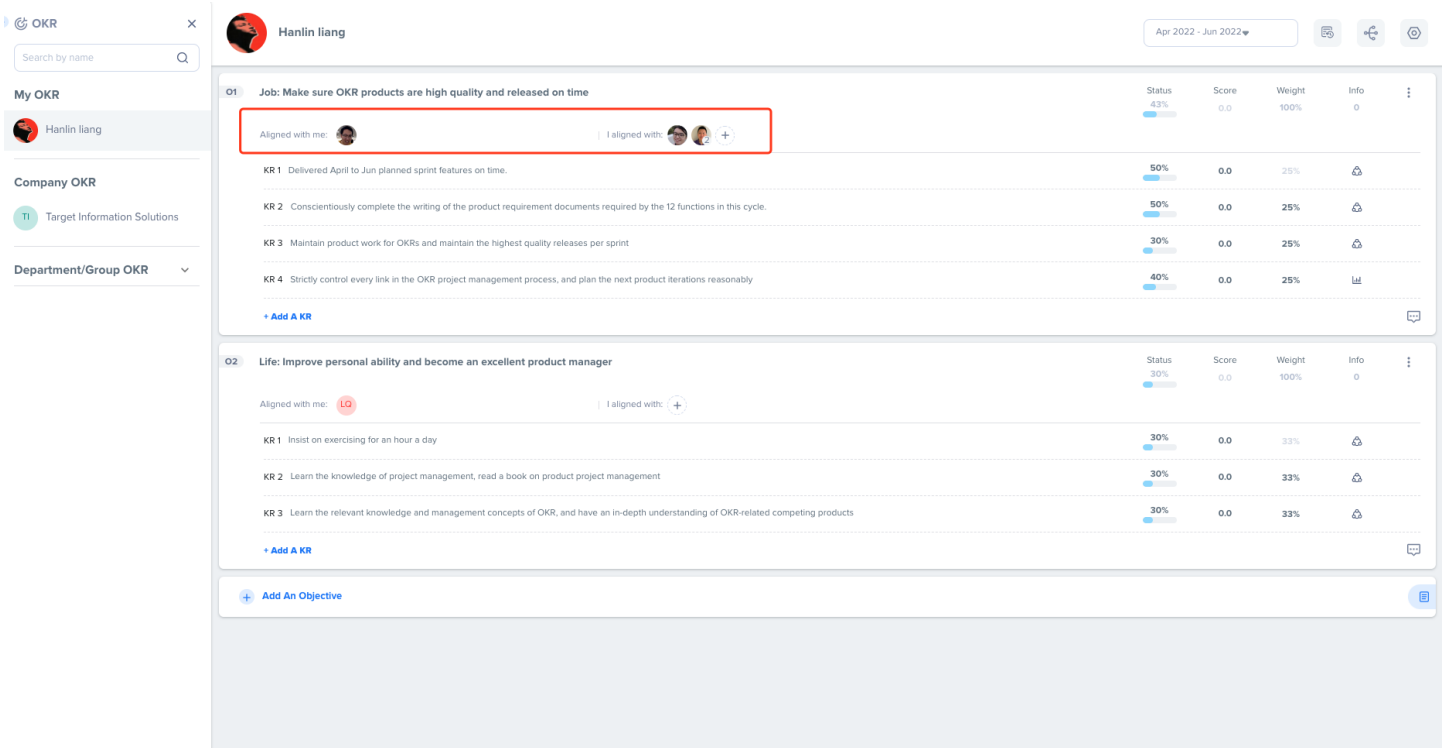


6. After the tasks are linked, they will be arranged under KR in order. Click to view the task details.

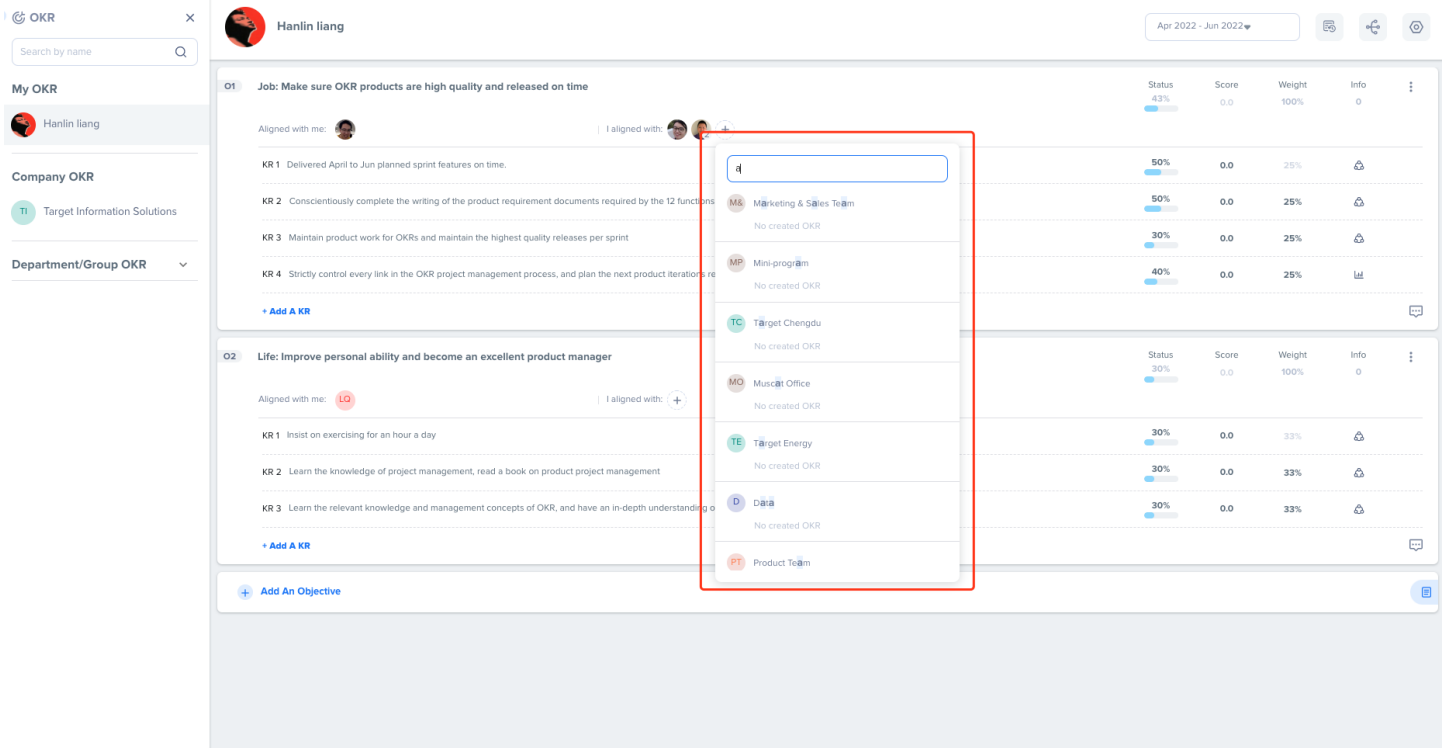


Alignment

1. After the OKR is filled out, who is aligned with me and the specific situation of who I am with on the OKR homepage.

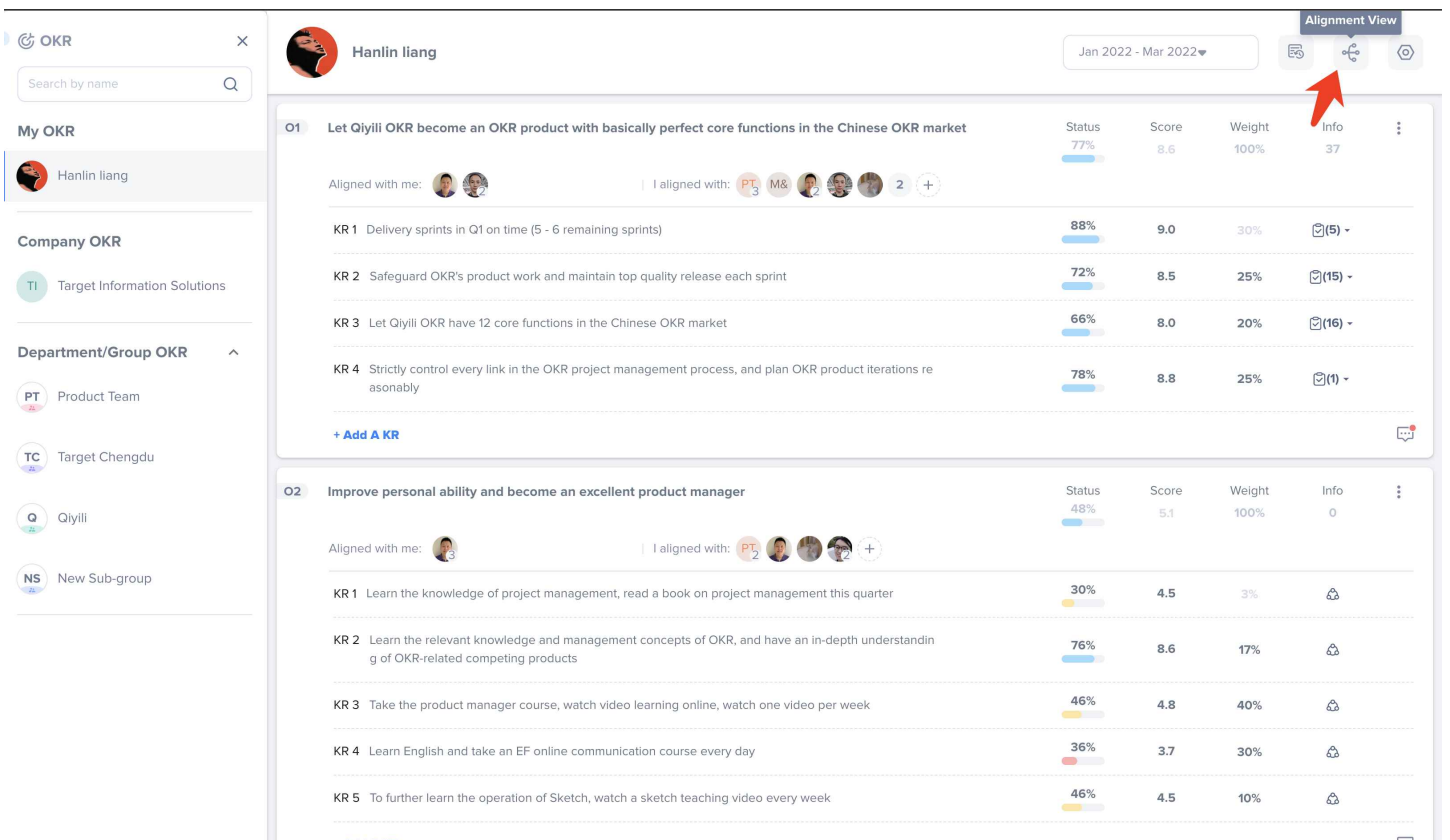


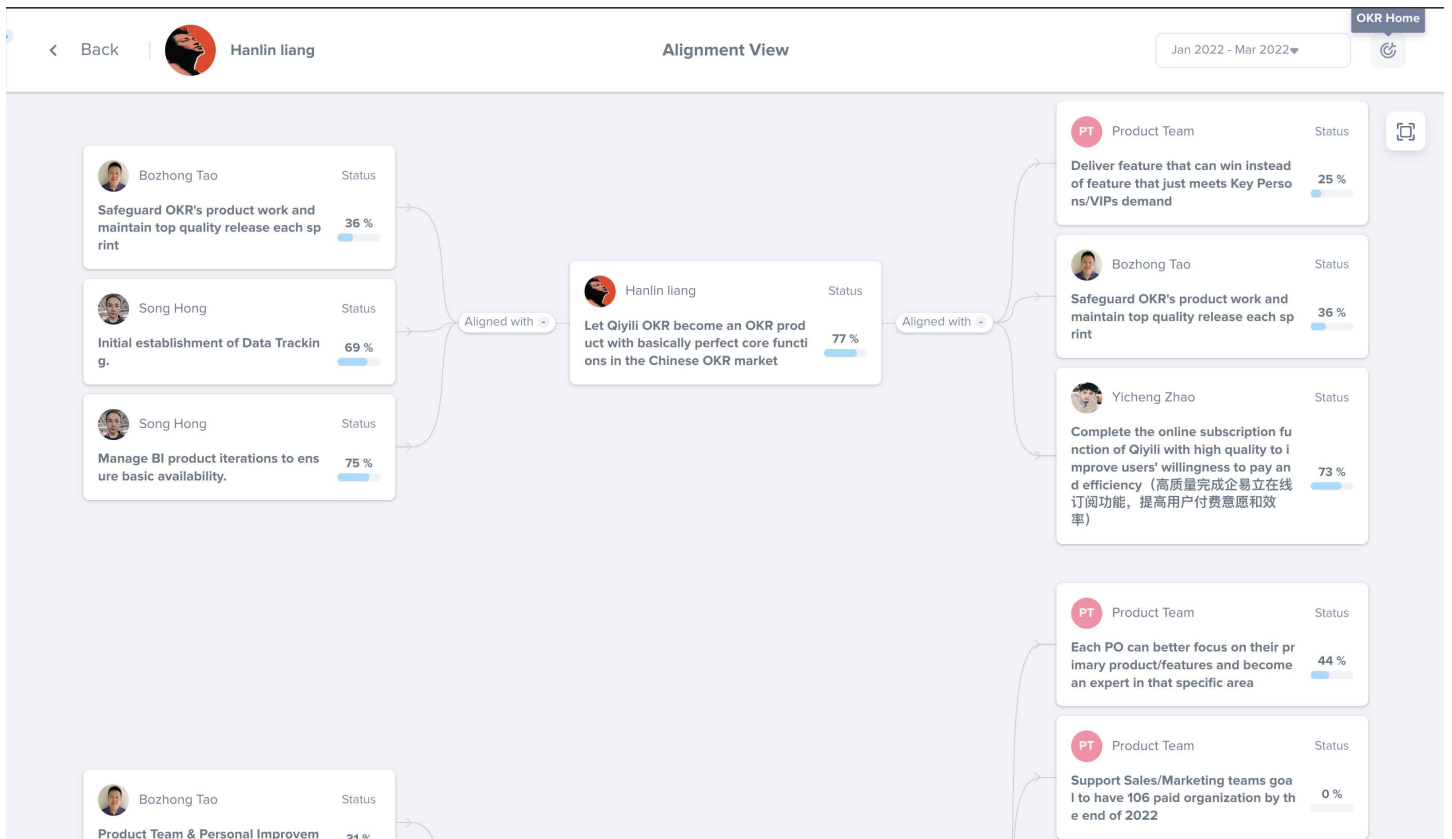
2. Click the "Add Alignment" button to search for the goals of other departments and users, and click the goals to directly align with them.



3. Align view

After adding the alignment, click "Align View". In the alignment view, you can see the overall situation of my target alignment.



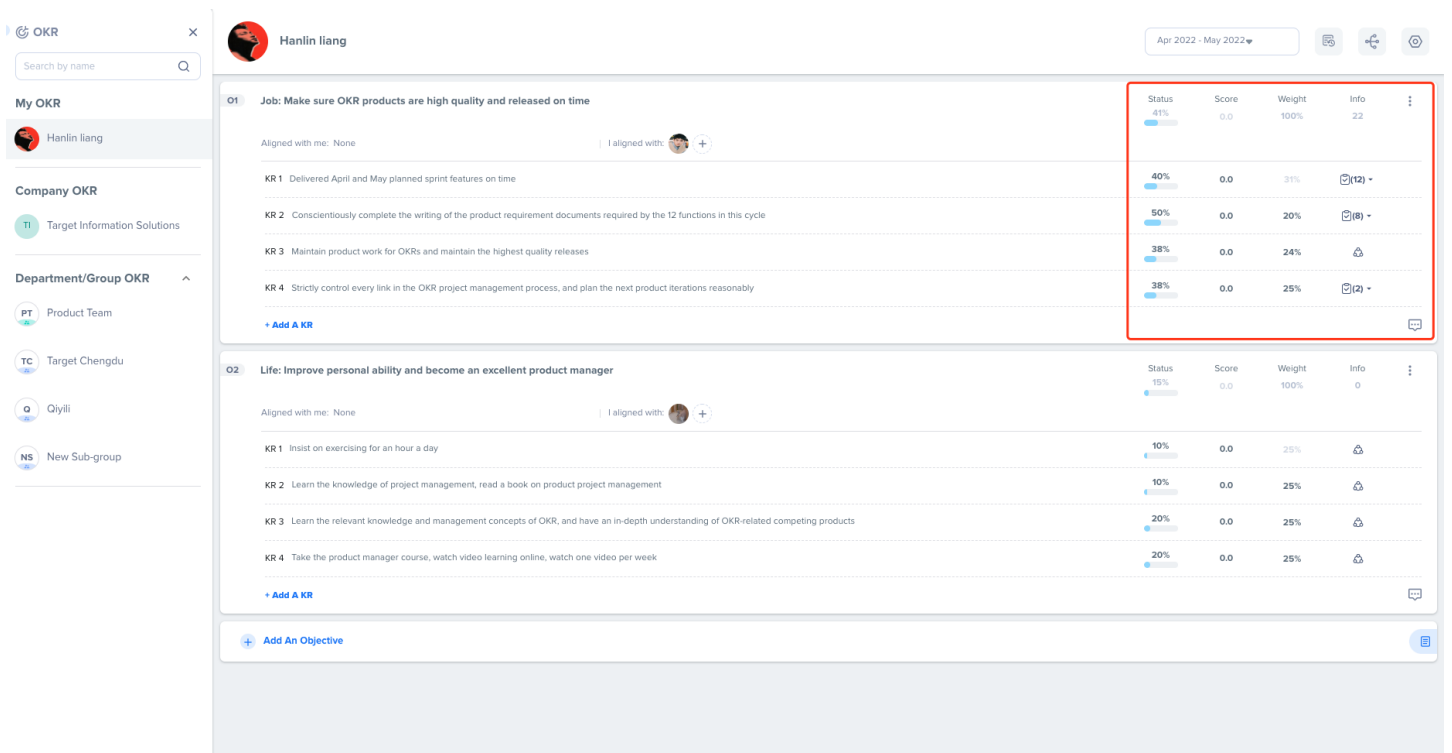


Follow up OKR

It requires adjusting OKR and keeping following up OKR in OKR follow-up stage. You can leave corresponding comments in the user's OKR when following up.

Adjust OKR

Manually adjust the content, status, weight, and related information of OKR.



Automatically update progress

1. KR progress can update automatically based on tasks.

The user can turn on auto-update switch in the tasks list of KR. After the switch is turned on, the user can define the weight of each task based on its importance. Then the KR progress and current value will update automatically according to the weight and complete status of the task. After the "Update progress by task" switch is turned on, the current value, initial value and target value will not support manual editing anymore.

The screenshot displays the OKR management interface for Diego Morata in March 2022. The interface is divided into a left sidebar and a main content area. The sidebar includes sections for 'My OKR' (Diego Morata), 'Company OKR' (Target Energy Solutions), 'Group OKR' (Product Department, Product Team), and 'Favorite' (Jafaris Long). The main content area shows two Objectives (O1 and O2) with their respective Key Results (KR) and tasks.

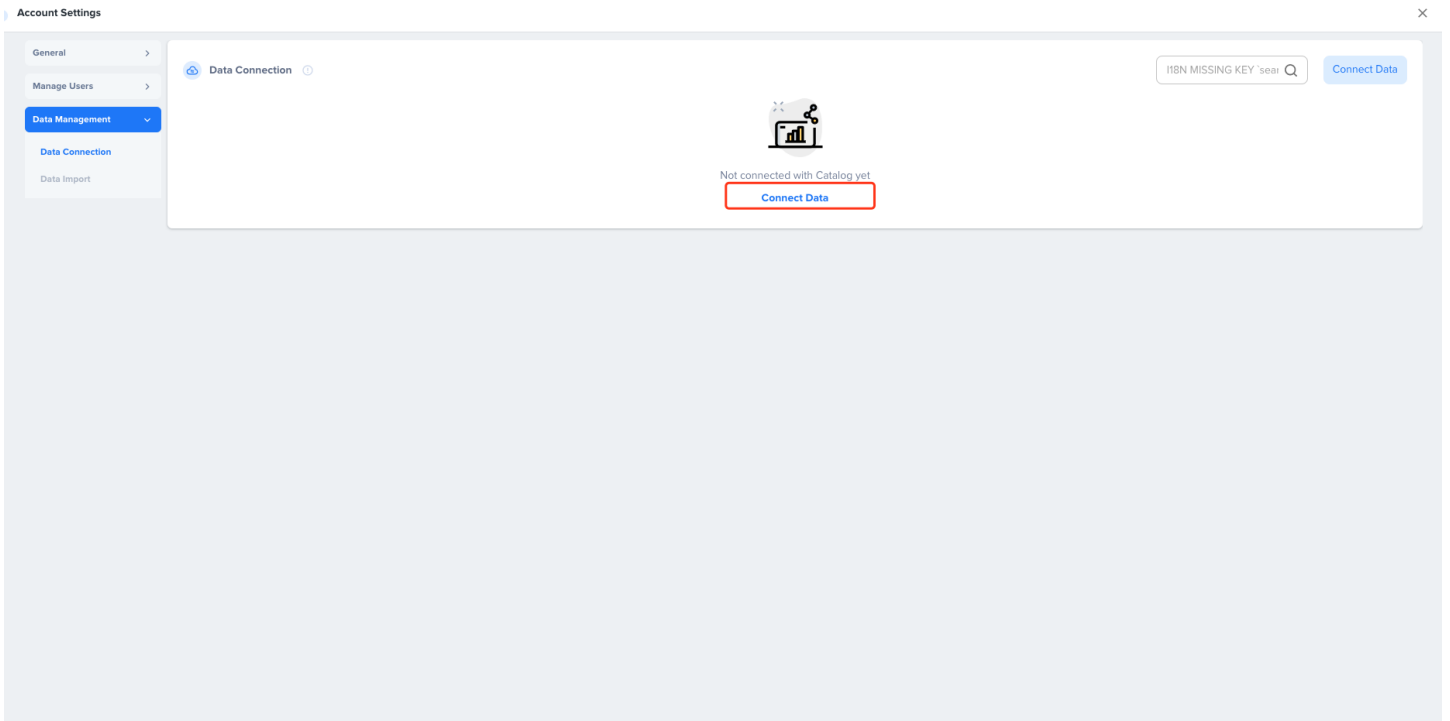
Objective	Key Result	Status	Score	Weight	Tasks
O1: Making UI consistent across all Elevate platforms	KR 1: Adjust all font types and sizes of headings to Proxima Nova Regular 14px	90%	0.0	50%	1
	KR 2: Adjust all the icons to outline	75%	0.0	25%	1
	KR 3: Create responsive design for tablet and mobile	0%	6.5	25%	2
O2: Making UI consistent across all Fluxble platforms	KR 1: Adjust all font types and sizes to Proxima Nova Regular 12px	90%	0.0	50%	1
	KR 2: Adjust all the icons to filled	75%	0.0	50%	1
	None	75%	0.0	100%	0

The 'Tasks (2)' section for O1 shows the following tasks:

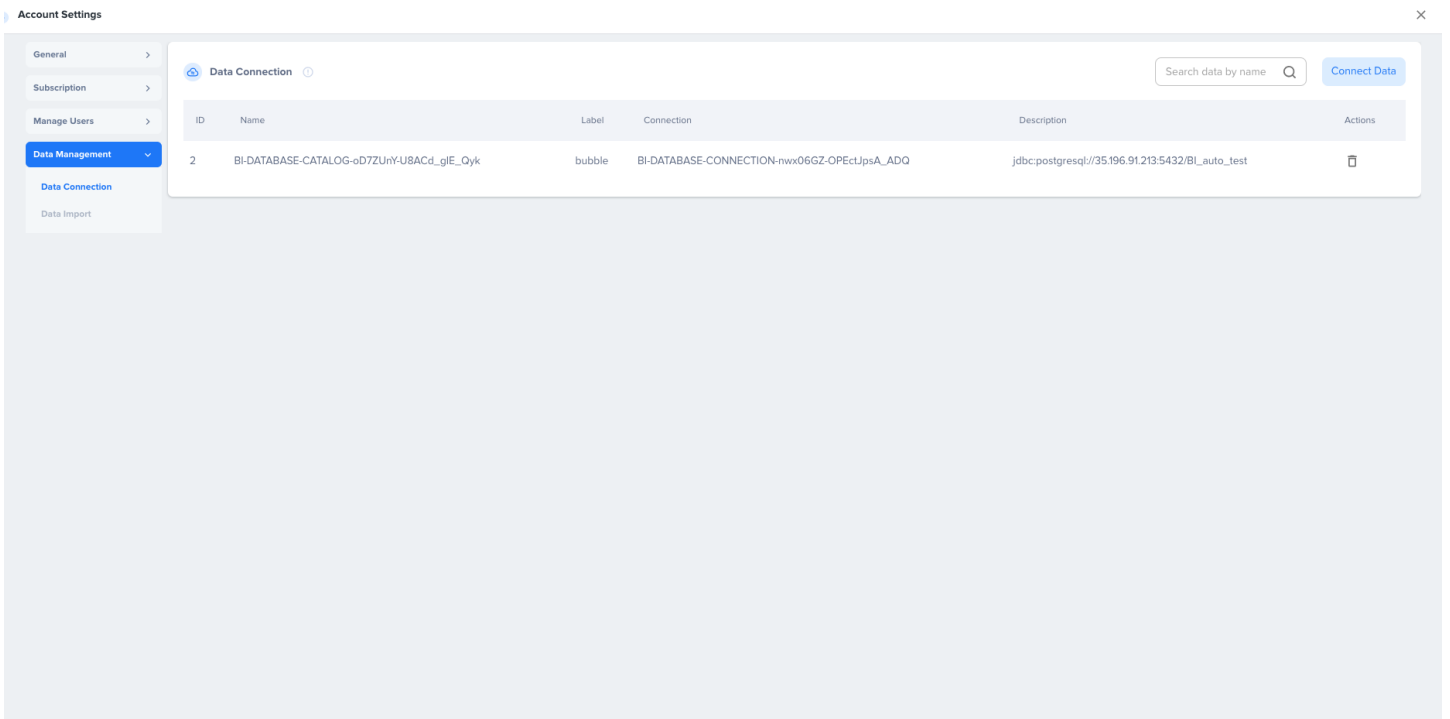
Task	Weight
Assets Management Prototype Building	50%
Fluxble Notes detail design	50%

The 'Update progress by task' switch is currently turned on.

2. KR progress updates automatically based on data. Manager connects data of the enterprise in Account Settings - Data Management - Data Connection page.



- After you type in "catalog" label, you can select "catalog" to connect. After the data is connected successfully, the details of the successfully connected data will be recorded on the "Data Connection" page.



- After the data is connected, the user can use KR progress "auto-update" feature on the OKR home page

The screenshot shows the OKR dashboard for Diego Morata in March 2022. The interface includes a sidebar with navigation options: My OKR (Diego Morata), Company OKR (Target Energy Solutions), Group OKR (Product Department, Product Team), and Favorite (Jafaris Long). The main content area displays two objectives:

- O1: Making UI consistent across all Elevate platforms** (Status: 75%, Score: 0.0, Weight: 100%, Tasks: 0)
 - KR 1: Adjust all font types and sizes of headings to Proxima Nova Regular 14px (90% progress, 0.0 score, 50% weight)
 - KR 2: Adjust all the icons to outline (75% progress, 0.0 score, 25% weight)
 - KR 3: Create responsive design for tablet and mobile (50% progress, 6.5 score, 25% weight)
- O2: Making UI consistent across all Fluxble platforms** (Status: 75%, Score: 0.0, Weight: 100%, Tasks: 0)
 - KR 1: Adjust all font types and sizes to Proxima Nova Regular 12px (90% progress, 0.0 score, 50% weight)
 - KR 2: Adjust all the icons to filled (75% progress, 0.0 score, 50% weight)

A context menu is open over the KR 3 item, with the 'Auto-update' option highlighted by a mouse cursor.

5. After typing in the correct "query criteria", you can turn on the auto-update function.

After the auto-update function is turned on, the current value and current progress of KR will auto-update according to data; And you can view auto-updating KR based on data in status.

This screenshot shows the same OKR dashboard as above, but with the 'Auto-update' function activated. A tooltip is visible over the KR 3 progress bar, indicating 'Auto-update Progress By Enterprise Data' and showing the progress has updated to 25%.

History record

1. Click the "History" button, you will enter the history record page.

OKR Management Interface for Hanlin liang (Apr 2022 - May 2022)

Objective 01: Job: Make sure OKR products are high quality and released on time

Key Result	Status	Score	Weight	Info
KR 1: Delivered April and May planned sprint features on time	40%	0.0	31%	(12)
KR 2: Conscientiously complete the writing of the product requirement documents required by the 12 functions in this cycle	50%	0.0	20%	(8)
KR 3: Maintain product work for OKRs and maintain the highest quality releases	38%	0.0	24%	(2)
KR 4: Strictly control every link in the OKR project management process, and plan the next product iterations reasonably	38%	0.0	25%	(2)

Objective 02: Life: Improve personal ability and become an excellent product manager

Key Result	Status	Score	Weight	Info
KR 1: Insist on exercising for an hour a day	10%	0.0	25%	(1)
KR 2: Learn the knowledge of project management, read a book on product project management	10%	0.0	25%	(1)
KR 3: Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related competing products	20%	0.0	25%	(1)
KR 4: Take the product manager course, watch video learning online, watch one video per week	20%	0.0	25%	(1)

2. By switching "Version History", you can view the detailed editing and revising state of each version of OKR.

OKR History Page for Hanlin liang

Current Version: 26 Aug 2022 | Version History: 6 Apr 2022

Objective 01: Job: Make sure OKR products are high quality and released on time

Key Result	Status	Score	Weight
KR 1: Maintain product work for OKRs and maintain the highest quality releases	38%	0.0	24%
KR 2: Strictly control every link in the OKR project management process, and plan the next product iterations reasonably	38%	0.0	25%
KR 3: Conscientiously complete the writing of the product requirement documents required by the 12 functions in this cycle	50%	0.0	20%
KR 4: Delivered April and May planned sprint features on time	40%	0.0	31%

Objective 02: Life: Improve personal ability and become an excellent product manager

Key Result	Status	Score	Weight
KR 1: Take the product manager course, watch video learning online, watch one video per week	20%	0.0	25%
KR 2: Insist on exercising for an hour a day	10%	0.0	25%
KR 3: Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related competing products	20%	0.0	25%
KR 4: Learn the knowledge of project management, read a book on product project management	10%	0.0	25%

Follow the OKR of someone or some department

1. The user can enter a department's or a member's OKR home page, and click the "follow" icon. Then the member or the department will appear in the "Following" list.

The screenshot displays the OKR management interface for user Song Hong. The interface is divided into two main sections, O1 and O2, each containing a list of key results (KR) with their respective progress bars, scores, and weights. The top right corner shows the user's profile icon and a notification bell icon, with a red arrow pointing to the profile icon.

Objective	Description	Status	Score	Weight	Info
O1	Better support for data and dashboard parts of other company products	45%	0.0	100%	1
O1	KR 1 Complete the iteration of OKR dashboard(Companies/groups/individuals split)	0%	0.0	25%	
	KR 2 Review analysis module goes online	0%	0.0	25%	
	KR 3 Complete iteration plan of BI product	80%	0.0	25%	
	KR 4 Complete AMS Self-Service Dashboard	100%	0.0	25%	
O2	Ensure product and user data are visible to product team and marketing team	48%	0.0	100%	0
O2	KR 1 Select a new data Tracking tool to ensure that events goes online	100%	0.0	25%	
	KR 2 Complete 90% basic events of QiYi(web)	90%	0.0	25%	
	KR 3 Complete 90% basic events of QiYi(App&Miniprogram)	0%	0.0	25%	
	KR 4 Complete dashboards for Product & Marketing team	0%	0.0	25%	

2. When there are OKR adding, deleting, editing, progress updating, etc for the departments and members being followed by the user, the user will receive notifications. By clicking the notifications, the user can enter the corresponding page to look at the details.

The screenshot shows a notification interface with a search bar at the top. Below the search bar, there is a list of notifications. Each notification includes an OKR icon, a title, and a brief description. On the right side, there are filter options for message type and filter date, along with a 'Mark All as Read' button.

Message Type	Filter Date
all	All news
Workspace	1 days ago
Task Manager	3 days ago
Meeting	5 days ago
Documents	7 days ago
OKR	Custom date range

Comment

1. Click the comment button, and you can comment on the current "O".

The screenshot shows the OKR system interface for user Yicheng Zhao. The left sidebar contains navigation options: My OKR (Hanlin liang), Company OKR (Target Information Solutions), and Department/Group OKR (Product Team, Target Chengdu, Qiyili, New Sub-group). The main content area displays three OKR objectives:

- O1: 全方位提升企易立产品质量** (Comprehensively improve the product quality of Qiyili). Status: 53%, Score: 0.0, Weight: 100%. It includes three Key Results (KR1, KR2, KR3) with progress bars and scores.
- O2: 覆盖更多企易立订阅场景** (Cover more Qiyili subscription scenarios). Status: 10%, Score: 0.0, Weight: 100%. It includes two Key Results (KR1, KR2).
- O3: 提升Fluxble产品质量和使用体验** (Improve Fluxble product quality and user experience). Status, Score, Weight, and Info are visible but not fully detailed.

A red box highlights the comment section for O1, which is currently empty. A red arrow points to the 'Post' button in the comment box.

2. When you need other people to know or follow the objective, you can directly "@" their name.

People being "@" will receive notifications in the notification module, and they can jump into the corresponding comment positions by clicking the notifications.

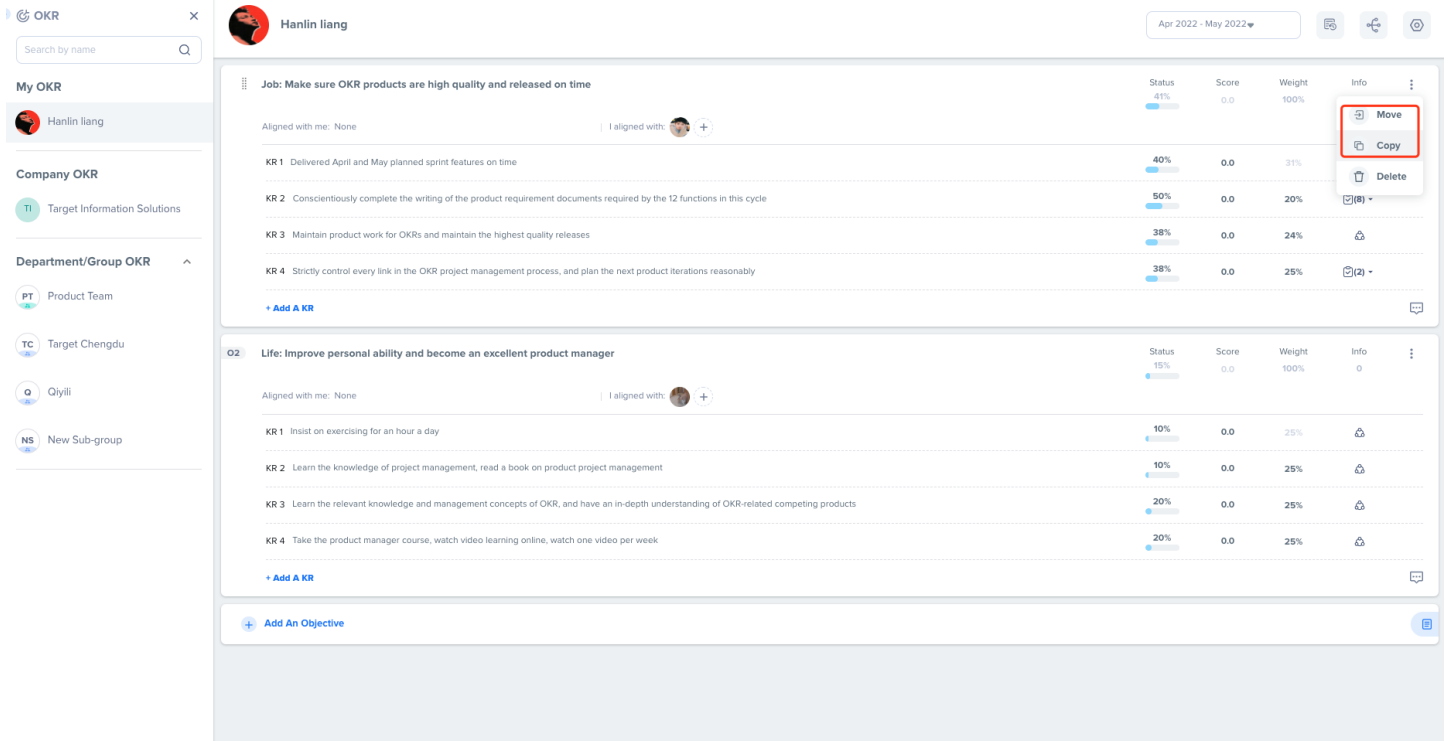
The screenshot shows the OKR system interface for user Hanlin liang. The left sidebar contains navigation options: My OKR (Hanlin liang), Company OKR (Target Information Solutions), and Department/Group OKR (Product Team, Target Chengdu, Qiyili, New Sub-group). The main content area displays two OKR objectives:

- O1: Job: Make sure OKR products are high quality and released on time**. Status: 41%, Score: 0.0, Weight: 100%. It includes three Key Results (KR1, KR2, KR3) with progress bars and scores. A comment box is visible with an @ mention.
- O2: Life: Improve personal ability and become an excellent product manager**. Status: 15%, Score: 0.0, Weight: 100%. It includes four Key Results (KR1, KR2, KR3, KR4) with progress bars and scores.

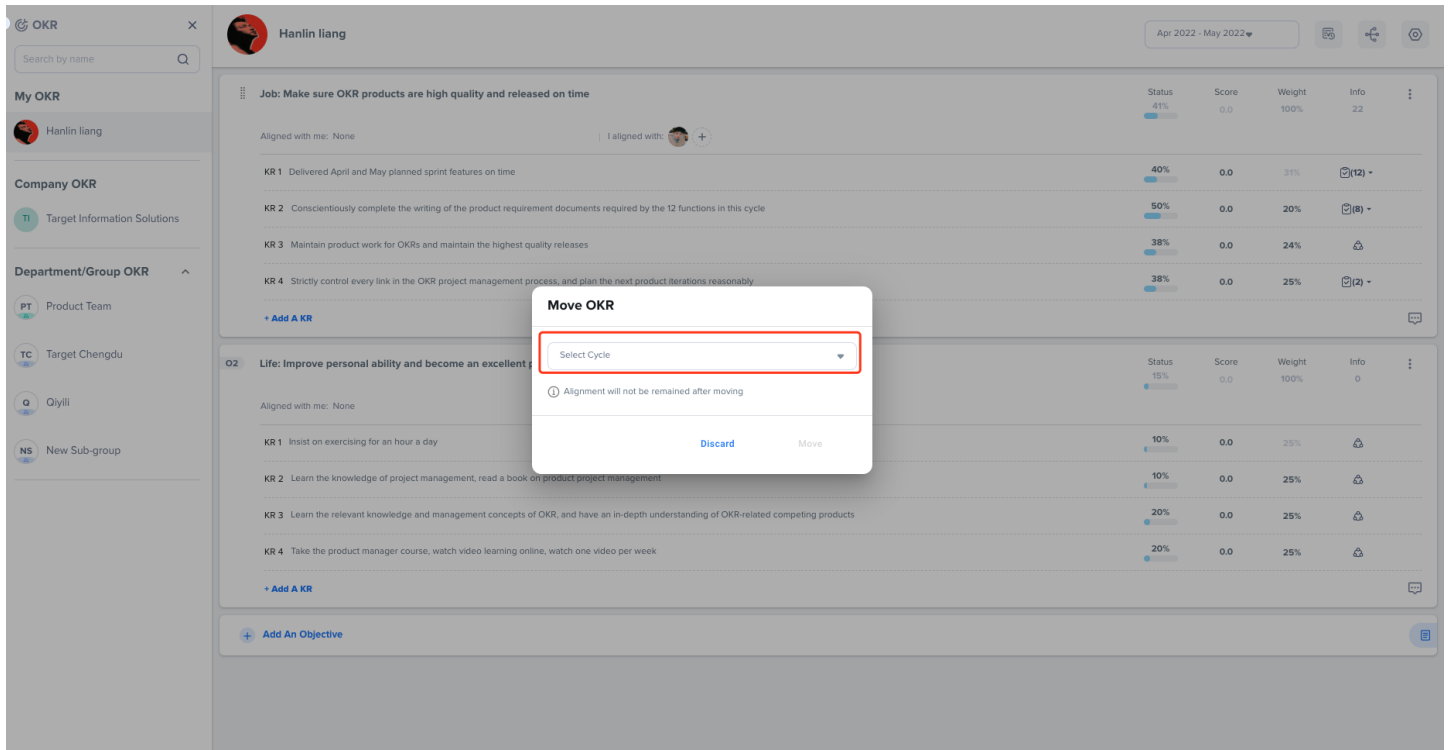
The comment box for O1 contains the text "@ Aman Al Ismaili" and a "Post" button.

Move and copy OKR

1. Click the "more" button in the upper right corner of OKR, and you can move or copy OKR to other cycles.



2. After clicking 【Move】 / 【Copy】 , you can select the cycle to be moved to. After selecting the cycle, you can click 【Move】 / 【Copy】 to move or copy the OKR successfully.

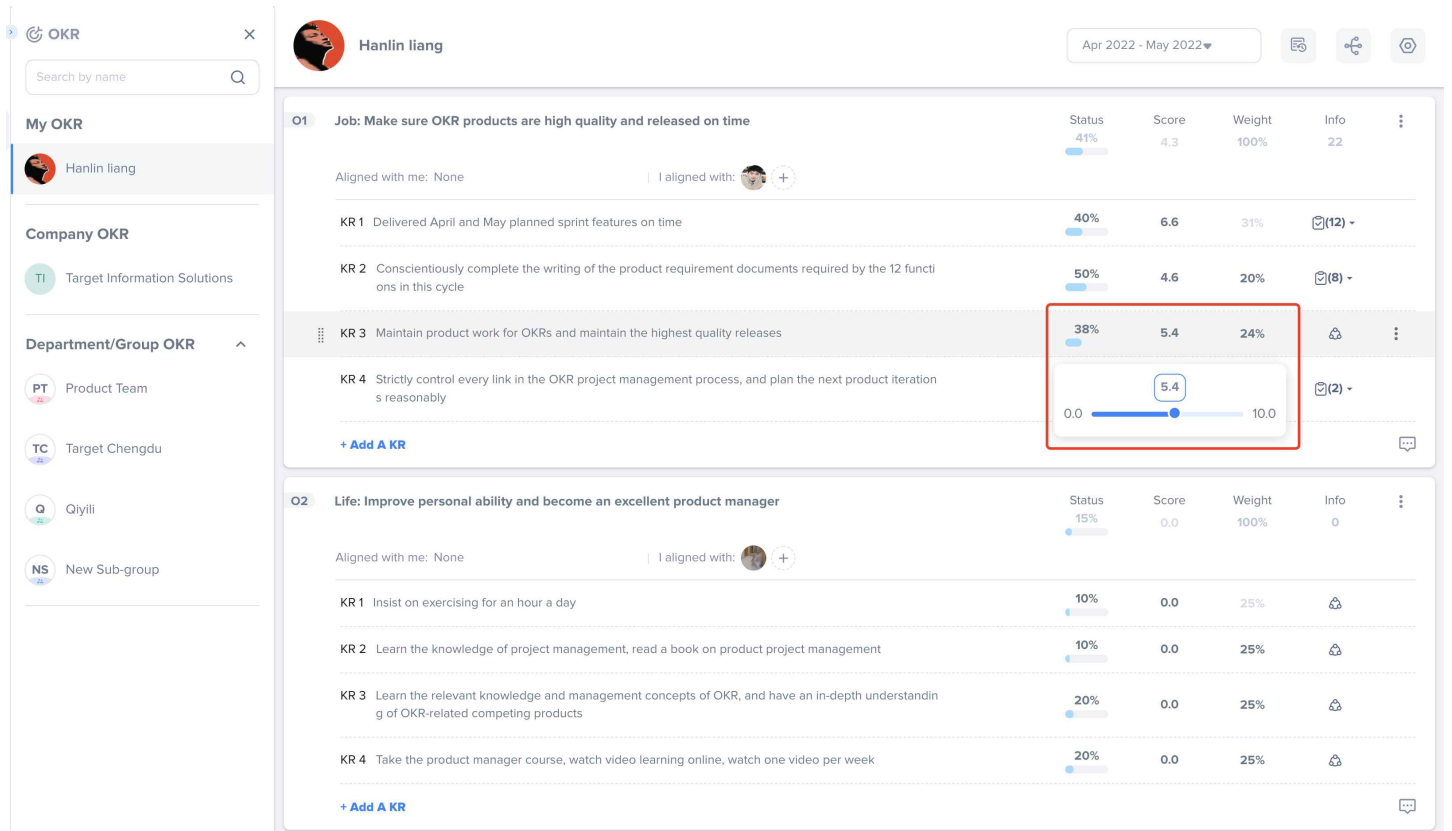


OKR Review

The review stage mainly focuses on writing a report based on the implementation of OKR in the current cycle and holding a review meeting to summarise it.

Score

Self-assessment scores for each of KR indicators to report and summarise.



Report

In the reporting module, you can write reports corresponding to different stages of OKR, such as Blank Report, Weekly Report, Monthly Report and OKR Report. On the Report page, you can see submitted and received reports as well as drafts.



Create New Report

Blank Report Weekly Report Monthly Report OKR Report

All Reports(3)

- Drafts 1
- Submitted 1
- Received 1

Reporter	Report Title	Created on	Last Modified	Action
Hanlin liang	OKR Report - Apr 2022 - May 2022	26 Apr 2022, 4:19 PM	27 Apr 2022, 3:05 PM	

1 Records

Go

1. Fill report

Each content can be written accordingly to the heading guidelines. You can choose who to report to and who to copy in the report.

< Back

OKR Report - Apr 2022 - May 2022 (Saved at 5:32 PM)

Submit

1. What's the progress of this cycle?

Let Qiyili OKR become an OKR product with basically perfect core functions in the Chinese OKR market	Status	Score	Weight	Tasks
	77	8.6	100%	37
KR 1 Delivery sprints in Q1 on time (5 - 6 remaining sprints)	88	9.0	30%	5
KR 2 Safeguard OKR's product work and maintain top quality release each sprint	72	8.5	25%	15
KR 3 Let Qiyili OKR have 1 2 core functions in the Chinese OKR market	66	8.0	20%	16
KR 4 Strictly control every link in the OKR project management process, and plan OKR product iterations reasonably	78	8.8	25%	1

Improve personal ability and become an excellent product manager	Status	Score	Weight	Tasks
	48	5.1	100%	0
KR 1 Learn the knowledge of project management, read a book on project management this quarter	30	4.5	3%	0
KR 2 Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related c	76	8.6	17%	0

Participants

Report To

Reporter

CC Recipients

Search Member

- mingkun.xi@qiyili.cn
- Murooj Al Sibani | digita...
- Maryam Al Barashdi
- Lujain Al Jardani
- Mohammed Al Wahaibi ...
- Amani AL Ismaili
- Selim MEZLINI
- Ahmed Al Lawati
- Ali Razmkhah
- Gulam Qurashi
- Rima JLASSI | UI develo...

2. Insert OKR into the report.

When writing a report, users can select the OKR of the corresponding cycle to insert it into the content, making it easy to view detailed information.

< Back OKR Report - Apr 2022 - May 2022 ⌵ ⋮ 👁 Submit

1. What's the progress of this cycle? [🔗](#)

B I U ↺ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ 📎 ↻

Let Qiyili OKR become an OKR product with basically perfect core functions in the Chinese OKR market

	Status	Score	Weight	Tasks
	<div style="width: 77%;"><div style="width: 77%;"></div></div> 77	8.6	100%	37
KR 1 Delivery sprints in Q1 on time (5 - 6 remaining sprints)	<div style="width: 88%;"><div style="width: 88%;"></div></div> 88	9.0	30%	5
KR 2 Safeguard OKR's product work and maintain top quality release each sprint	<div style="width: 72%;"><div style="width: 72%;"></div></div> 72	8.5	25%	15
KR 3 Let Qiyili OKR have 12 core functions in the Chinese OKR market	<div style="width: 66%;"><div style="width: 66%;"></div></div> 66	8.0	20%	16
KR 4 Strictly control every link in the OKR project management process, and plan OKR product iterations reasonably	<div style="width: 78%;"><div style="width: 78%;"></div></div> 78	8.8	25%	1

Improve personal ability and become an excellent product manager

	Status	Score	Weight	Tasks
	<div style="width: 48%;"><div style="width: 48%;"></div></div> 48	5.1	100%	0
KR 1 Learn the knowledge of project management, read a book on project management this quarter	<div style="width: 30%;"><div style="width: 30%;"></div></div> 30	4.5	3%	0
KR 2 Learn the relevant knowledge and management concepts of OKR, and have an in-depth understanding of OKR-related c	<div style="width: 76%;"><div style="width: 76%;"></div></div> 76	8.6	17%	0

Participants

Report To

+

Reporter

CC Recipients

+

Attachments

[Add Attachments](#)

3. Preview report

You can click on the “Preview” button to view the report information in Drafts, Submitted and Received list, which supports the switch between left and right for a quick view of content.

Report Search report by title 🔍

Create New Report

+ Blank Report
📅 7 Weekly Report
📅 30 Monthly Report
🎯 OKR Report

All Reports(3)

- 📄 Drafts 1
- 📄 Submitted 1
- 📄 Received 1

	Reporter	Report Title	Submitted on	Action
<input type="checkbox"/>	Bozhong Tao	OKR Report - Jan 2022 - Mar 2022	25 Apr 2022, 5:40 PM	<div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Action</div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em; background-color: #6c757d; color: white;">Preview</div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> 👁 🗑 </div>

1 Records
⏪ 1 ⏩ Go

OKR Report - Jan 2022 - Mar 2022
Reporter: Bozhong Tao

1. What's the progress of this cycle?

O1 - Improve existing product workflow, make it integrate with each team & site offices 61%

O2 - Safeguard OKR's product work and maintain top quality release each sprint 70%

O3 - Product Team & Personal Improvement 31%

O4 - Make OKR a stable product & Get 30 paid client in Q1

Q1 Overall progress is 58.5%

The team has made great progress on each product's schedule and release management (with percise backlog outlined in product wiki page)
<https://target.feishu.cn/wiki/wikcnDUJKVFUM3hWXh8scturJsd> (Taking Qiyili as an example here)

The one project did this best is OKR, which I encourage all of you to take a look and compare with the product you are in charge of right now.
<https://target.feishu.cn/wiki/wikcnplgfQUbnDKrmxhgpK8pH3c>

The one who did it the worst ...I shall skip this part becasue you can easily see it yourself.

Improvise existing product workflow, make it integrate with each team & site offices	Status	Score	Weight	Tasks
	61	2.0	100%	4

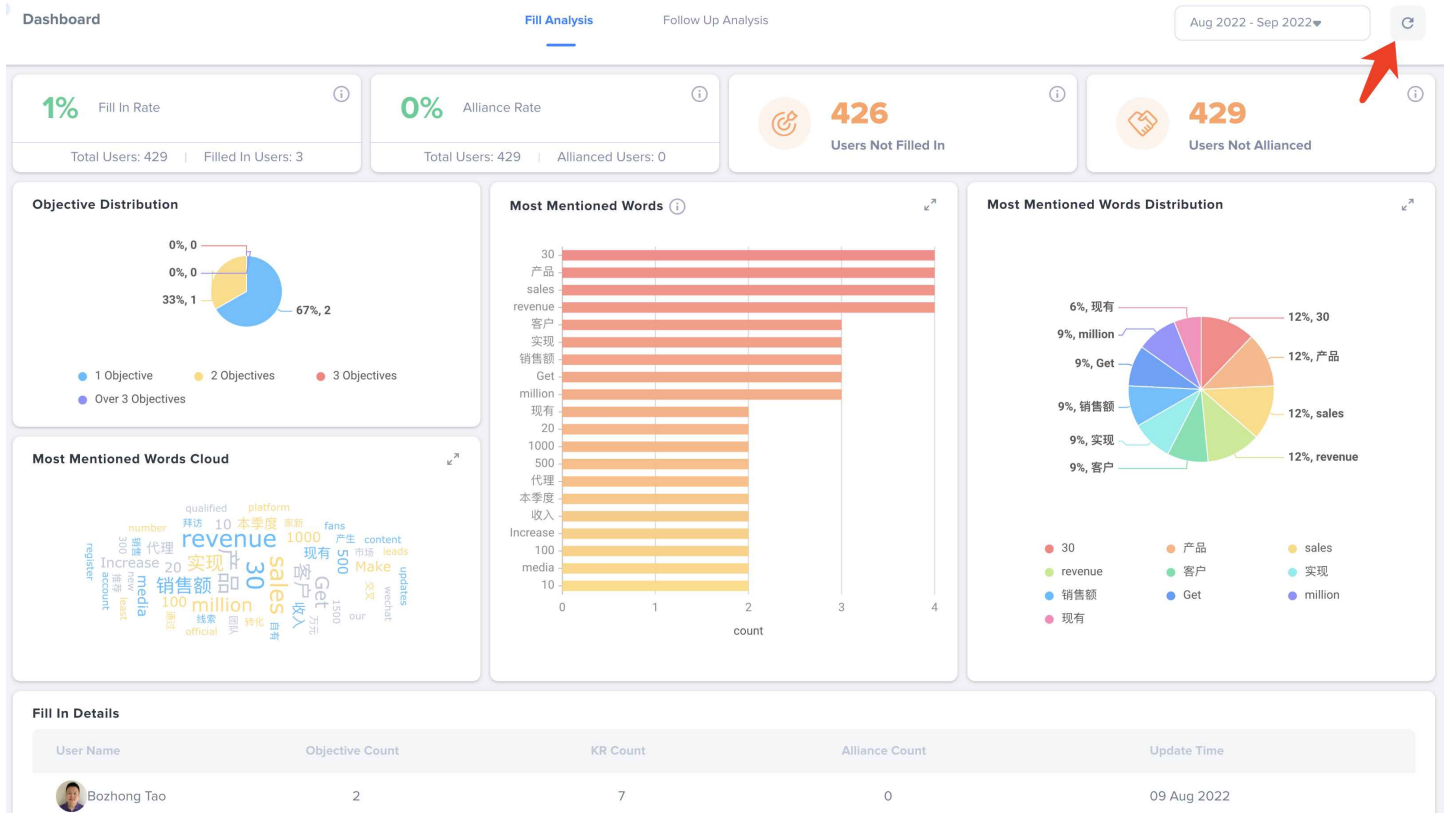
OKR Dashboard

The dashboard provides a clear visualisation of the OKR completion and follow-up data in the form of charts. In the detailed table of data, it can be seen that the specific information of the users when filling out and following up OKR. The specific data of the company filling out and following up OKR can be analysed to determine if risks exist currently.

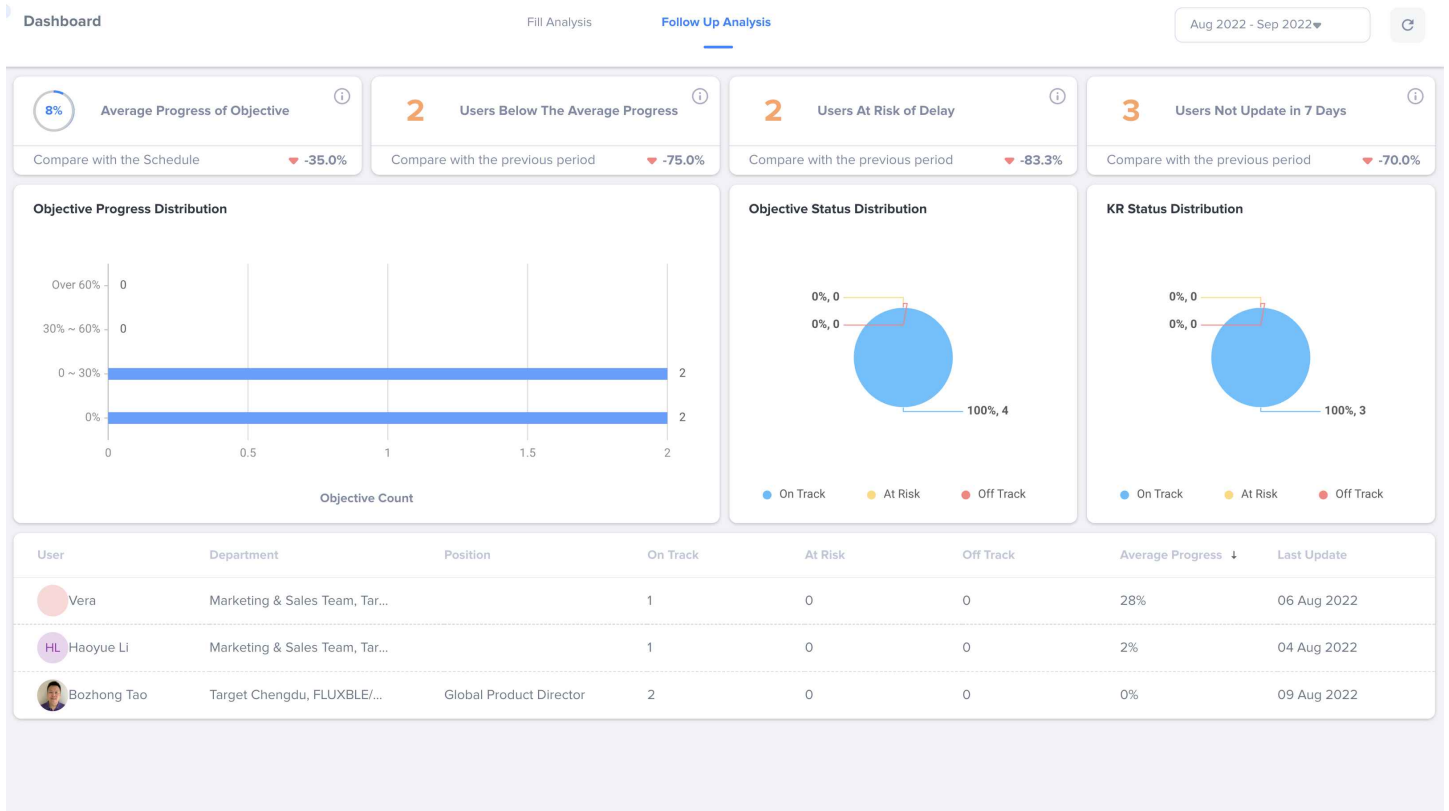
View data

1. Click on "Dashboard" to access the OKR dashboard page, which includes "Fill Analysis" and "Follow-up Analysis". Click on the Refresh button in the upper right corner to update the data of the current cycle to the latest one.

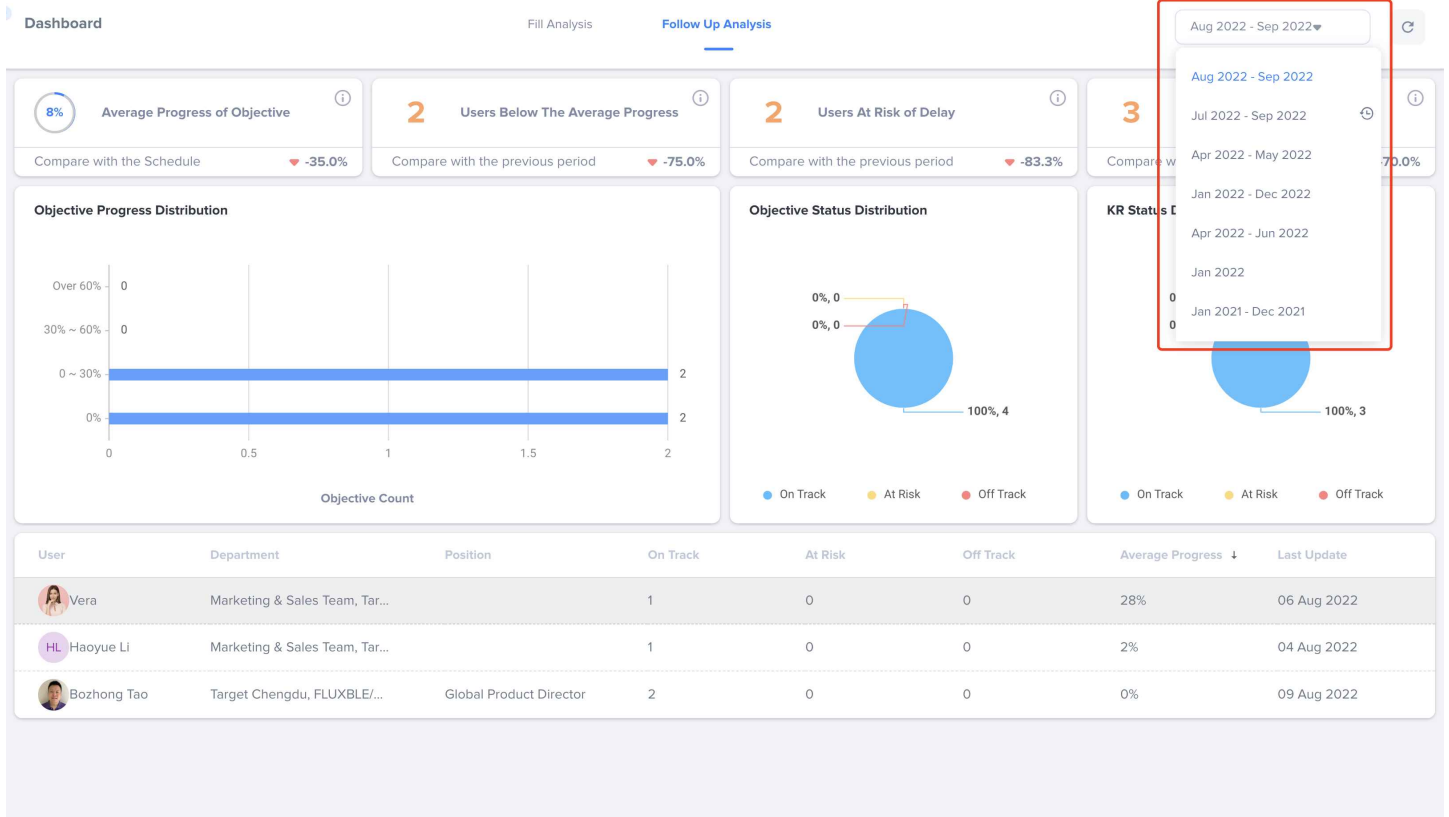
Fill Analysis



Follow Up Analysis

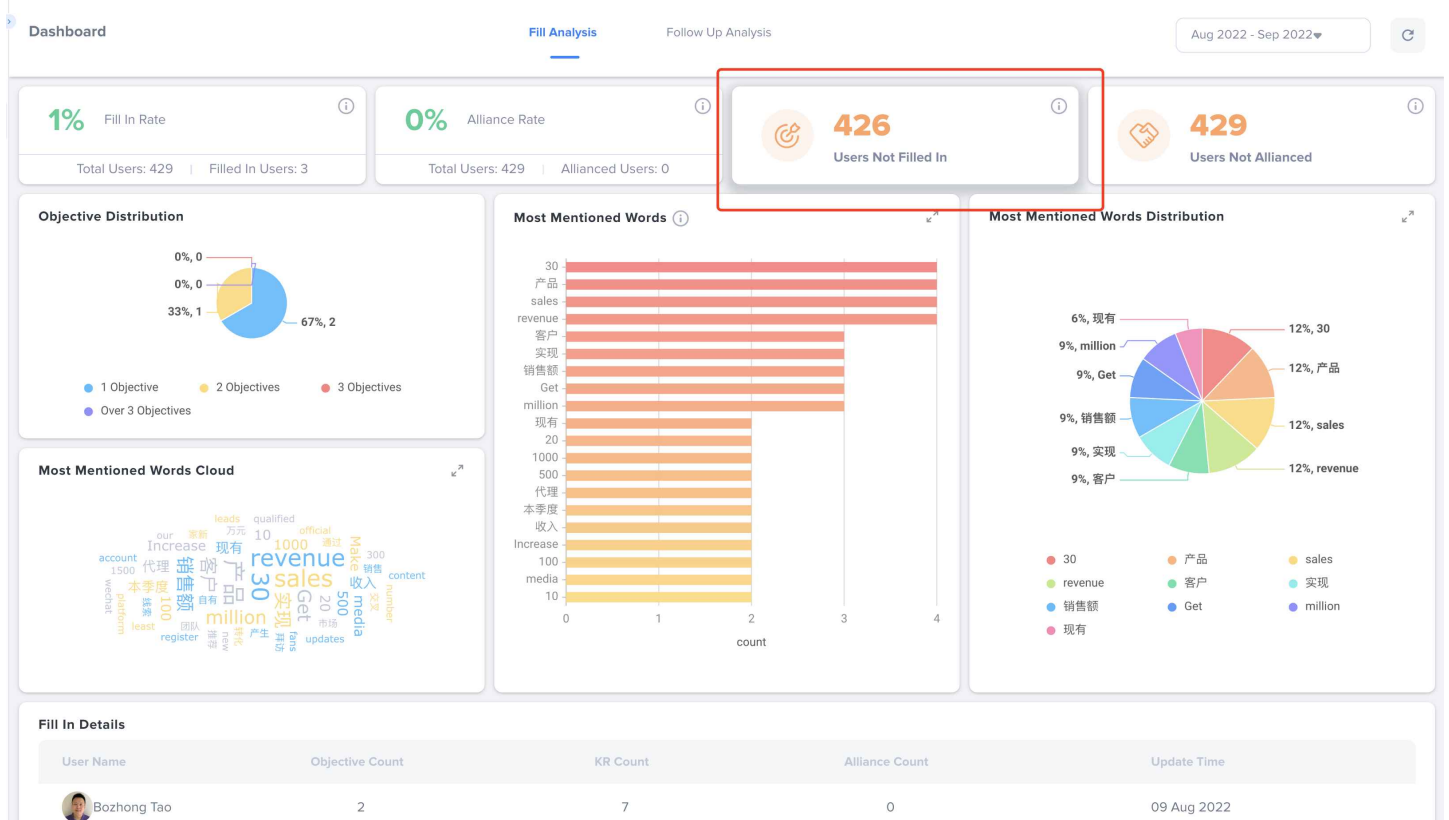
















2. The dashboard's cycle selector gives you the option to view data charts for different cycles.



3. Drill-down function

Part of the charts in the dashboard support drill-down functionality. Click on "Remind" on the drill-down detailed table page to send a reminder to the specific user.



User Name	Department	Position	Fill-in Status	Action
 Aamir Hussain Awan		DevOps	Not Filled	Remind
 AA Abayomi Arigbabu			Not Filled	Remind
 Abbas Mahdian			Not Filled	Remind
 Abdesslam LIMAM			Not Filled	Remind
 Abdul Waheed		Senior Geoscientist	Not Filled	Remind
 AA Abdulaziz Al Mahrazy		Senior Document Controller	Not Filled	Remind
 AA Abdulrahman Albalushi		Document control	Not Filled	Remind
 Abhay Pawar		Geospatial Analyst	Not Filled	Remind
 Abid		dummy test account	Not Filled	Remind
 Abir Abidi		Managing Director	Not Filled	Remind
 Adem UZUN		Front-end Developer	Not Filled	Remind
 Adnan Raza		Software Engineer	Not Filled	Remind
 Afra Al-Hasni		Urban Development Lead Engineer	Not Filled	Remind
 AA Ahlam Abdullah Al Wahibi		Document Controller	Not Filled	Remind