

# 90-Day OKR Transformation Roadmap

## Your Strategic Implementation Guide



### Getting Started

*Before beginning your OKR journey, take a moment to identify your key stakeholders and objectives for this transformation:*

#### Primary Goal of OKR Implementation:

(Example: "Improve strategic alignment across departments")

#### Key Stakeholders:

- Executive Sponsor: .....
- Project Lead: .....
- Core Team Members: .....

### Step 1: Foundation (Days 1-30)

*Why This Phase Matters: The foundation phase sets the tone for your entire OKR journey. Strong preparation here prevents common pitfalls later.*

#### Week 1-2: Preparation & Alignment

- Leadership alignment workshop
- Current state assessment
- Communication strategy development
- Core team identification
- Resource allocation planning

#### Key Deliverables:

- ☐ Leadership charter
- ☐ Communication plan
- ☐ Implementation timeline
- ☐ Success metrics dashboard
- ☐ Risk mitigation plan

#### Week 3-4: Design & Planning

- OKR architecture design
- Pilot team selection
- Success metrics definition
- Training plan development
- Tool selection

### Step 2: Pilot Implementation (Days 31-60)

#### Week 5-6: Launch & Training

- Core team training
- Pilot kick-off
- Initial OKR drafting
- Review process setup
- Feedback loops establishment

#### Key Deliverables:

- ☐ Trained pilot team
- ☐ First draft OKRs
- ☐ Review cadence
- ☐ Progress tracking system
- ☐ Lessons learned log

#### Week 7-8: Execute & Learn

- Weekly check-ins
- Progress tracking
- Obstacle removal
- Best practice documentation
- Success story collection



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## Step 3: Scale & Optimize (Days 61-90)

### Week 9-10: Evaluate & Adjust

- Pilot results analysis
- Process refinement
- Success pattern identification
- Scale-up strategy development
- Leadership review

### Key Deliverables:

- ☐ Pilot assessment report
- ☐ Scale-up plan
- ☐ Training materials
- ☐ Sustainability framework
- ☐ Success metrics

### Week 11-12: Expand & Embed

- Rollout plan finalization
- Change management strategy
- Knowledge transfer process
- Sustainability planning
- Long-term support structure

## Critical Success Factors

### Leadership Engagement

- Executive sponsorship
- Visible commitment
- Regular communication
- Resource support
- Change championing

### Process Excellence

- Clear workflows
- Defined roles
- Review cadence
- Documentation
- Support system

### Team Readiness

- Skills assessment
- Training completion
- Tool proficiency
- Process understanding
- Feedback receptivity

### Change Management

- Communication strategy
- Stakeholder engagement
- Resistance management
- Success celebration
- Continuous improvement



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## Common Implementation Challenges

### Leadership Level

- Inconsistent engagement
- Competing priorities
- Resource constraints
- Change resistance
- Communication gaps

### Process Level

- Overcomplexity
- Poor integration
- Unclear ownership
- Inconsistent reviews
- Metric problems

### Team Level

- Understanding difficulties
- Goal alignment issues
- Measurement challenges
- Time management
- Tool adoption

### Implementation Tips

- Start small, scale smart
- Focus on value, not perfection
- Celebrate early wins
- Document learnings
- Maintain momentum
- Adjust based on feedback
- Keep communication flowing
- Support team learning
- Track progress consistently
- Plan for sustainability

***Note: This roadmap provides a structured approach to OKR implementation. However, successful transformation requires expert guidance to navigate challenges, accelerate adoption, and ensure sustainable results. Contact our team to discuss your specific needs and how we can support your OKR journey.***

*Download additional resources at <https://xodiac.ca/>*

*Schedule your transformation strategy session today*

