

OKR Tracker Template

KPI Systems & Board Reporting — Sample Template

Instructions

Score each key result 0.0–1.0 monthly. Objectives without at least one key result above 0.4 by mid-cycle get flagged for a scope conversation, not silently carried forward.

Tracker — Worked Example

Objective / Key Result	Owner	Target	Score	Status
Reach profitability by Q4 (Objective)	CEO	Breakeven	0.6	On track
KR: Reduce burn 20%	Strategic COO	-20%	0.7	On track
KR: Grow MRR to \$150K	Head of Sales	\$150K	0.5	Watch
Launch v2 platform (Objective)	Head of Product	GA release	0.4	Watch

Blank Tracker

Objective / Key Result	Owner	Target	Score	Status

Notes

MRR key result is behind pace due to a slipped enterprise close; owner has a recovery plan due at the next leadership sync.