

# OKR Restrospectives

01

## What is an OKR Retrospective?

A structured review and analysis that evaluates the effectiveness of OKRs within a specific timeframe; identifying successes, challenges and opportunities for improvement to inform future goal-setting and strategic planning.

## Why run an OKR Retrospective?

- To reflect on what has happened during the past quarter
- To review the OKRs and their achievement for the quarter
- To discuss and identify reasons for progress and/or the lack of it
- The team feel informed about their execution capability
- To ensure teams track, capture progress and learning as they go through the year

## When to run an OKR Retrospective?

Towards the end of each period, before planning the upcoming period and also at the end of the year

## Before the Retrospective

02

Ask everyone to reflect *individually* about the past quarter before coming together as a team.

You can ask, for example:

- What were our individual & team successes during the period?
- What specifically impacted our success as a team during the period?
- Did we identify all necessary obstacles to our success at the beginning of the period or did we miss any?
- Did we capture all the right priorities for the period - if not what priorities do you think we could have included?

03

## For each OKR decide...

- Did we achieve the Objective?
- Was it the right Objective?
- Did we achieve **all** the Key Results for the Objective?
- Did the achievement of the key results mean we met the Objective?
- Would we have changed any of the metrics we chose to measure?
- Did the Key Results contain the right amount of stretch?

## During the Retrospective

04

### What to ask

- Are we happy with our outcomes this period?
- What did we learn?
- What would we change going forward?
- Were there any unplanned changes within the team?
- Was there any organisational change in focus?

### Did we...

- identify all the right priorities?
- identify the best ways to achieve our OKRs?
- identify and resolve all the necessary obstacles?

# OKR Restrospective Agenda

## 01 Pework - in virtual whiteboard or OKR software

- Objective owner to complete questions
- Key Result owners to complete questions
- Team to complete general questions

## Workshop Part 1 – using answers from prework **02** 45 minutes

Choose a team member to run the session

- Review and celebrate team and individual successes
- Objective and Key Result owners share general thoughts on their learning during the quarter
- Team members offer their own ideas on what they have learned from the process to ensure even better success in the upcoming quarter
- Team lead asks for feedback on their contribution during the quarter.

## 03 Workshop Part 2 – using answers from prework 45 minutes

Objective and Key Result owners to share specific thoughts on their own OKRs. They can also ask the rest of the group for feedback on their OKR performance & co-ordination.

**Use the questions from section 03 on the previous page to help drill down into the detail of each Objective and Key Result.**

**Remember - the OKR retrospective should not contain any surprises, as the team should be updating and sharing their OKR progress weekly or bi-weekly.**

## And if we didn't meet our OKRs **04**

If an OKR was not met – there may be several reasons, e.g.

- Business requirements dictated a change in focus
- Unforeseen change in market conditions
- Unplanned changes in team resource
- Not the right Key Results
- Not the right measures

Now the team must decide:

- Is the Objective a priority going forward into the next quarter?
- If so, will the Objective continue into the next period?
- If the Objective is continued, will they be the same Key Results or different?