1. What is your email address, your department, and your direct supervisor’s email address?

2. Will this be a team or an employee-specific objective?

3. Which DSA strategic objective supports the plans discussed below?  
   [Operations, Health, Connections, Learning]

4. What is your objective? (Should be concreate and action-oriented).

5. What are the key results (i.e., outcomes) that must be achieved for the objective to be successful? In other words, how will we identify success?  
   [Enter each key result with a new bullet. You must have one and up to four]
   - Key Result 1:
   - Key Result 2:
   - Key Result 3:
   - Key Result 4:

6. Describe the new programs, initiatives, or plans designed to facilitate the key results described above.  
   [Provide enough detail to enable someone from outside your department to develop a general understanding of the initiative, program, etc.]

7. Who are the primary staff members tasked with bringing each key result to fruition?  
   [Provide the email of the primary staff member(s) tasked with this work.]

8. Who is responsible for submitting a completed report (results, analysis, and response action)?  
   [Provide the email of the primary staff members who will report each outcome / key result.]

9. During what month will data be available for analysis for each key result?  
   - Key Result 1:  
   - Key Result 2:  
   - Key Result 3:  
   - Key Result 4:
Results and Closing the Loop

10. Results [Enter a brief description of the collected data for each outcome / key result.]
   
   • Key Result 1:
   • Key Result 2:
   • Key Result 3:
   • Key Result 4:

11. Analyses [Analysis = Was the outcome achieved? What was learned? Provide a narrative.]

12. What decisions, action plans, or initiatives resulted from this assessment?  
   [Provide a narrative.]

OKRs Defined:

• Objectives—what is to be accomplished
  o Significant
  o Concrete
  o Action-Oriented
  o Inspiring
  o Altogether: Gorgeous and Audacious

• Key Results—how the objective will be accomplished
  o Specific and Time-Bound
  o Aggressive yet Realistic
  o Measurable and Verifiable

Access the online submission form here: https://bit.ly/2BbJ0VL - or with this QR code: