

7. Review and Confirm OKRs

Before tracking can begin, all Objectives and Key Results must be reviewed and confirmed.

Step 1: Review the Objective

1. **Navigate back to the Objective page.**

2. **Review the following:**
 - Objective title
 - Objective description
 - Linked company Key Result
 - Department and assigned owner

Ensure all information is accurate and complete.

Once Objectives have been reviewed and validated, click **Confirm**.

OKR OKR Node

New OKR Node Test Objective Title - 2026/Q1

Hierarchy Chart Projects 0 Project Tasks 0 / 0 (0%)

Confirm Cancel Draft Confirmed Cancelled

Year 2026 Department Mgt

Quarter Q1 Owner Chinedu Oguegbu

Title Test Objective Title Result ? New

Description Test Objective Description In Progress

Target Department Successful

Type Committed Failed

Is Key Result Of ? KR1: Institutionalize OKR framework - 2026...

Points ? 0.00

Progress 0 %

Weight 0.00 %

KEY RESULTS

Title	Owner	Department	Weight (%)	Points	Progress	Type	Result	Status
Improve we...	OKR Test User	Mgt	0.00	0.00	<input type="text"/> 0 %	Committed	In Progress	Draft

Step 2: Review All Key Results

1. **Scroll to the Key Results section.**
2. **Open each Key Result individually.**
3. **Confirm:**
 - Title and description
 - Assigned employee (owner)
 - Department
 - Target type (Employee)
 - Key Result type (Committed or Aspirational)

Ensure all information is accurate and complete.

Once each key result has been reviewed and validated, click **Confirm**.

Open: Key Results

Confirm **Cancel** **Draft** **Confirmed** **Cancelled**

Year: 2026
Quarter: Q1
Title: Improve website traffic
Description: Test Results Description
Target: Employee
Type: Committed
Points: 0.00
Weight: 0.00 %
Progress: 0 %

Department: Mgt
Employee: OKR Test User
Owner: OKR Test User
Result: New In Progress Successful Failed

KEY RESULTS

Title	Owner	Department	Weight (%)	Points	Progress	Type	Result	Status
Add a line								

Save **Discard**