

8. Tracking Progress on Key Results

After an Objective has been **confirmed and locked**, progress tracking becomes available **only to the assigned owner** of the Key Result.

If you are the owner of a Key Result (or you assigned the Key Result to yourself), you can update progress using the **points** field.

Step 1: Update Progress Points

1. Open a Key Result.
2. Enter progress values (e.g., **0.50**).
 - A value of **0.50** represents **50% completion**.
 - Progress updates automatically reflect on the progress bar.

Cancel Draft Confirmed Cancelled

Year	2026	Department	
Quarter	Q1	Employee	
Title		Owner	
Description		Result ?	<input type="radio"/> New <input checked="" type="radio"/> In Progress <input type="radio"/> Successful <input type="radio"/> Failed
Target	Employee		
Type	Committed		
Is Key Result Of ?	KR1: - 2026/Q1		
Points ?	0.50	←	
Progress	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50 %	←	
Weight	0.00		%

KEY RESULTS

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