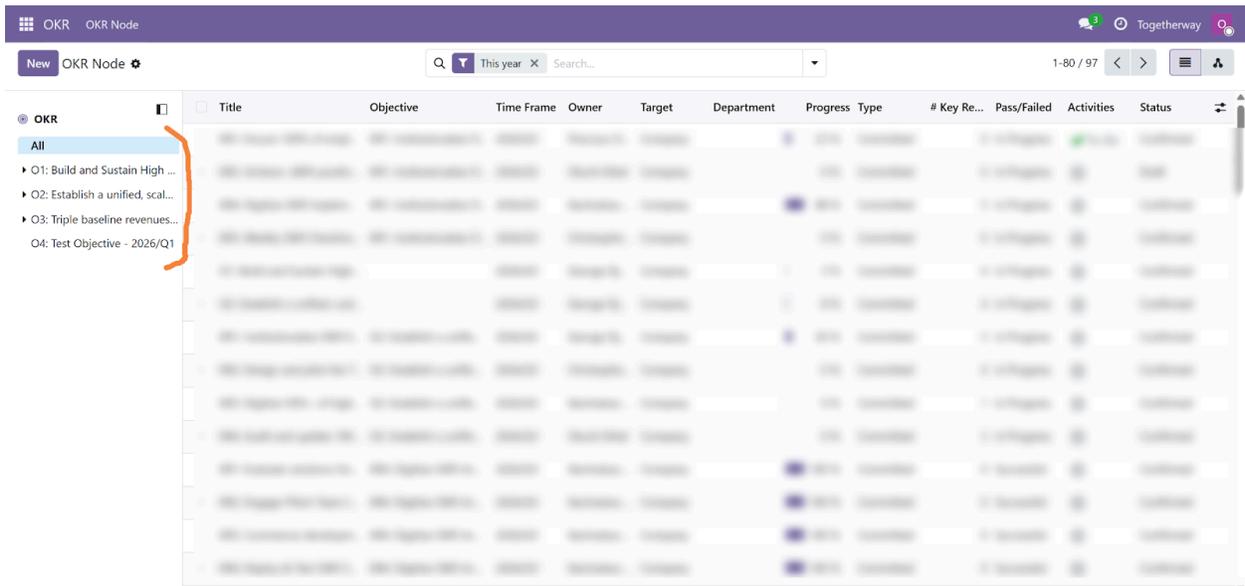


9. Creating a Project

To create a project, first navigate to the Objective or Key Result you want to contribute to.



The screenshot shows a web application interface for managing OKRs. At the top, there is a purple header bar with 'OKR OKR Node' on the left and 'Togetherway' on the right. Below the header, there is a search bar with 'This year' selected and a search icon. A navigation bar below the search bar shows 'New OKR Node' and a search icon. The main content area is a table with columns: Title, Objective, Time Frame, Owner, Target, Department, Progress, Type, # Key Re..., Pass/Failed, Activities, and Status. The table contains multiple rows of OKR data. On the left side, there is a sidebar with a list of OKR nodes. The first node is 'All', and the others are 'O1: Build and Sustain High ...', 'O2: Establish a unified, scal...', 'O3: Triple baseline revenues...', and 'O4: Test Objective - 2026/Q1'. An orange bracket highlights the sidebar list.

OKR	Title	Objective	Time Frame	Owner	Target	Department	Progress	Type	# Key Re...	Pass/Failed	Activities	Status
All												
O1: Build and Sustain High ...												
O2: Establish a unified, scal...												
O3: Triple baseline revenues...												
O4: Test Objective - 2026/Q1												

Once you open the relevant Objective or Key Result, locate Project Tags at the top of the page and click on it.

OKR OKR Node

Discuss
Calendar
To-do
Contacts
OKR
Dashboards
Project
Timesheets
Website
Employees
Time Off
Apps

Title - 2026/Q1

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

Draft Confirmed Cancelled

2026 Department Mgt
Q1 Owner Chinedu Oguegbu
Test Objective Title Result ?
Test Objective Description New
Department In Progress
Committed Successful
KR1: Institutionalize OKR framework - 2026... Failed

Points ? 0.00
Progress 0 %
Weight 0.00 %

KEY RESULTS

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

Next, click the New button to create a project.

OKR OKR Node Togetherway

New OKR Node / Test Objective Title - 2026/Q1

Stage x Search...

Title	Project	Assignees	Time Spent	Progress	Priority	Next Activity	Tags	Stage
Laoreet id (3)			123.00	17520%				
Voluptat blandit (3)			197.35	20818%				
Integer vitae (4)			190.03	13676%				
Viverra nam (1)			86.29	4504%				
In massa (3)			118.54	17784%				
Add > Stage			711.10	14880.4%				

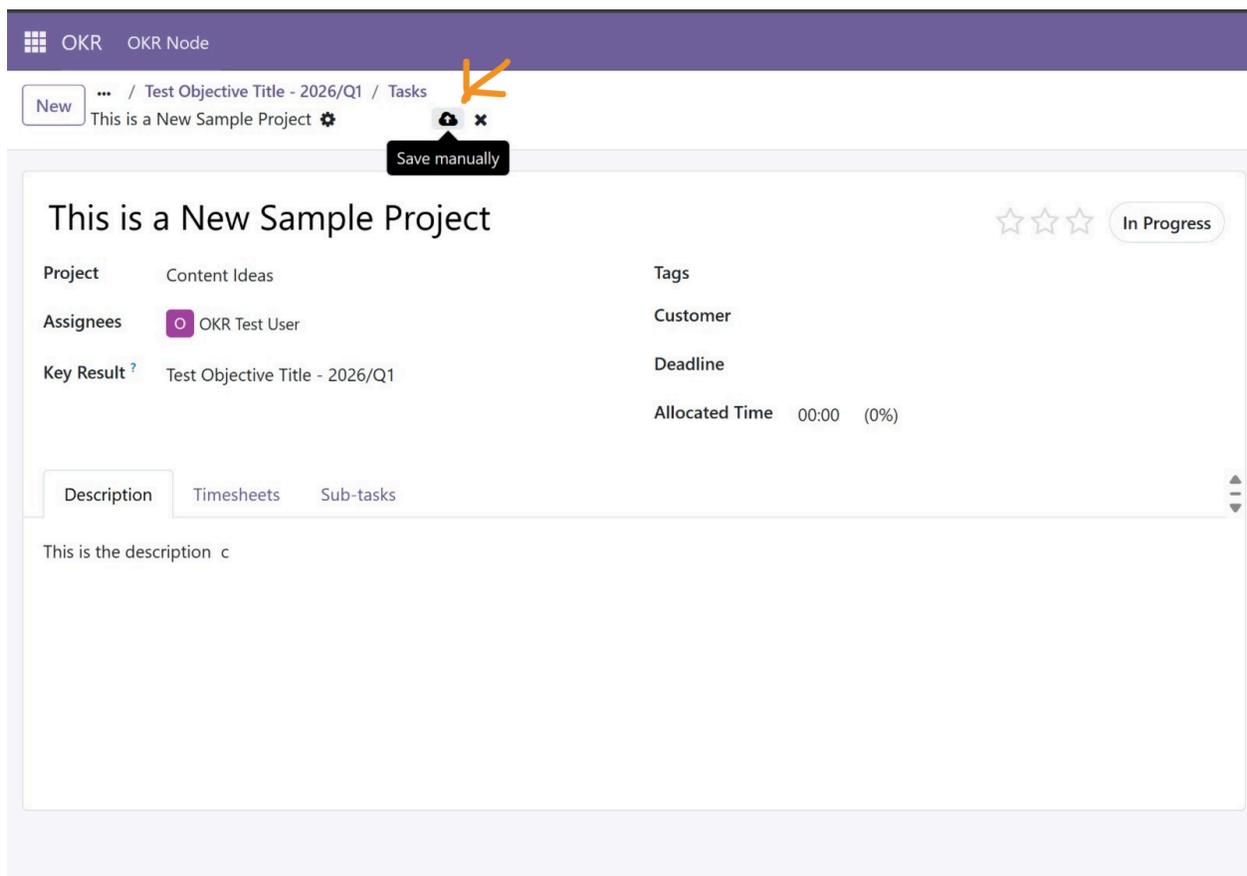
No tasks found. Let's create one!

Keep track of the progress of your tasks from creation to completion.
Collaborate efficiently by chatting in real-time or via email.

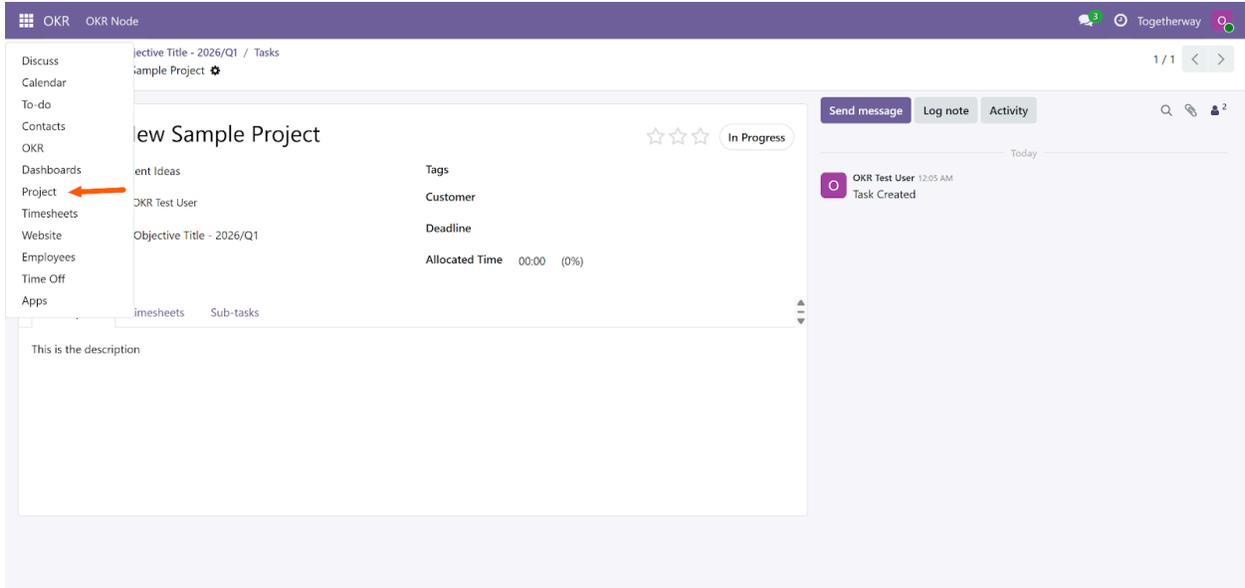
On the project creation page:

- Enter the **Project Title**
- **Assign the project owner** by selecting the person responsible
- Add a **Project Description** to explain the purpose and scope
- Set a **Deadline** (optional but recommended)

After filling in the required details, click **Save**, or allow the project to save automatically.

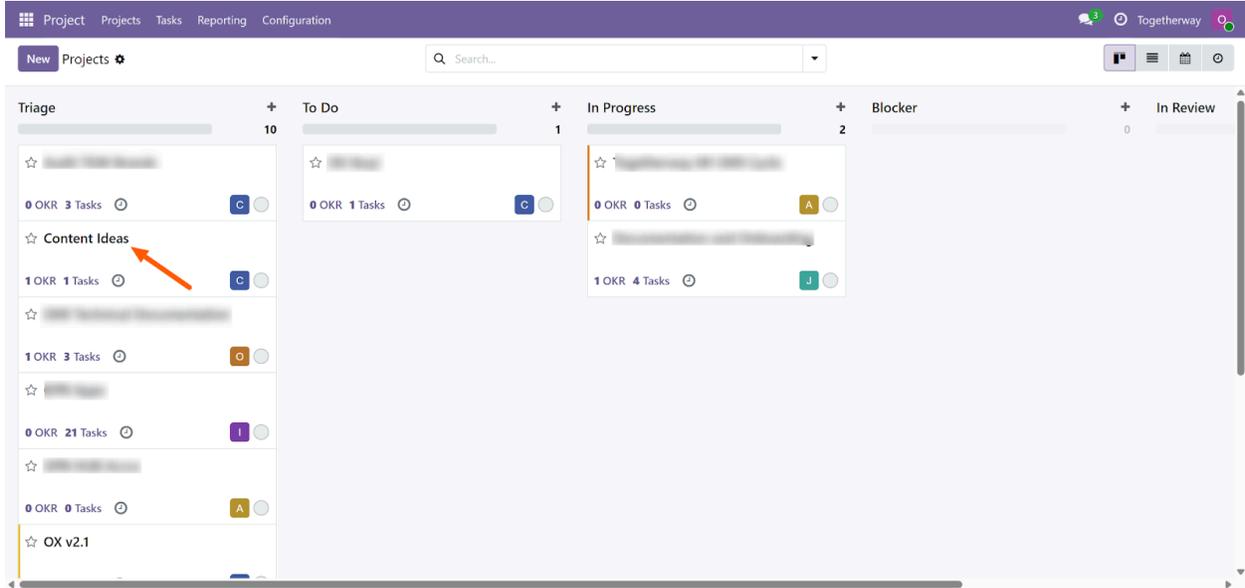


Now through the **Home Menu**, click the select **projects** to see all available projects including yours



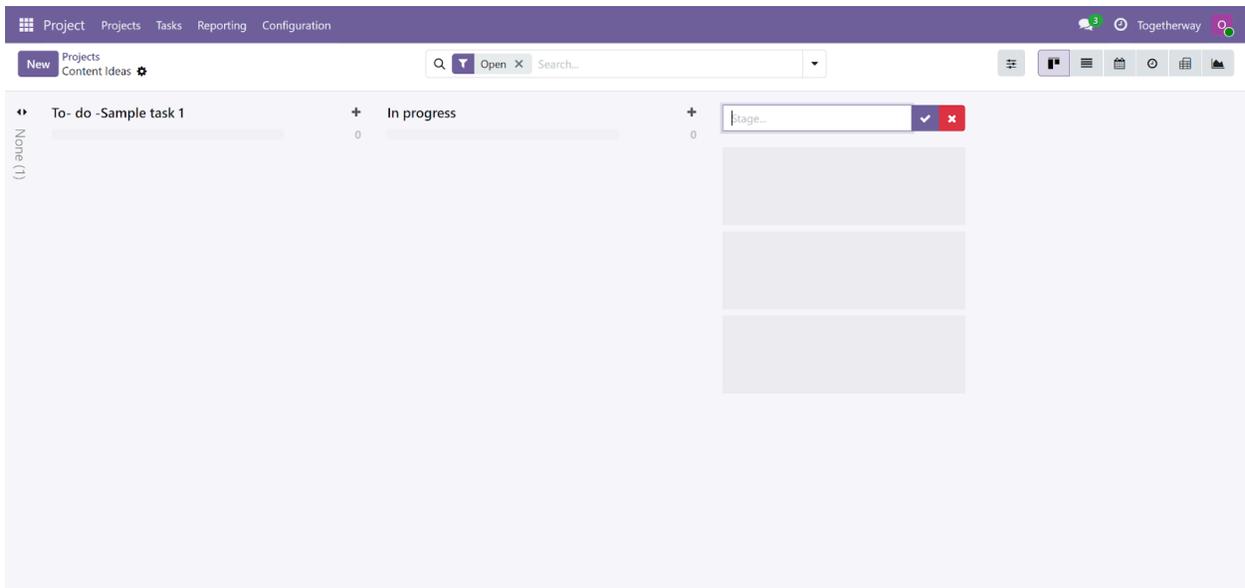
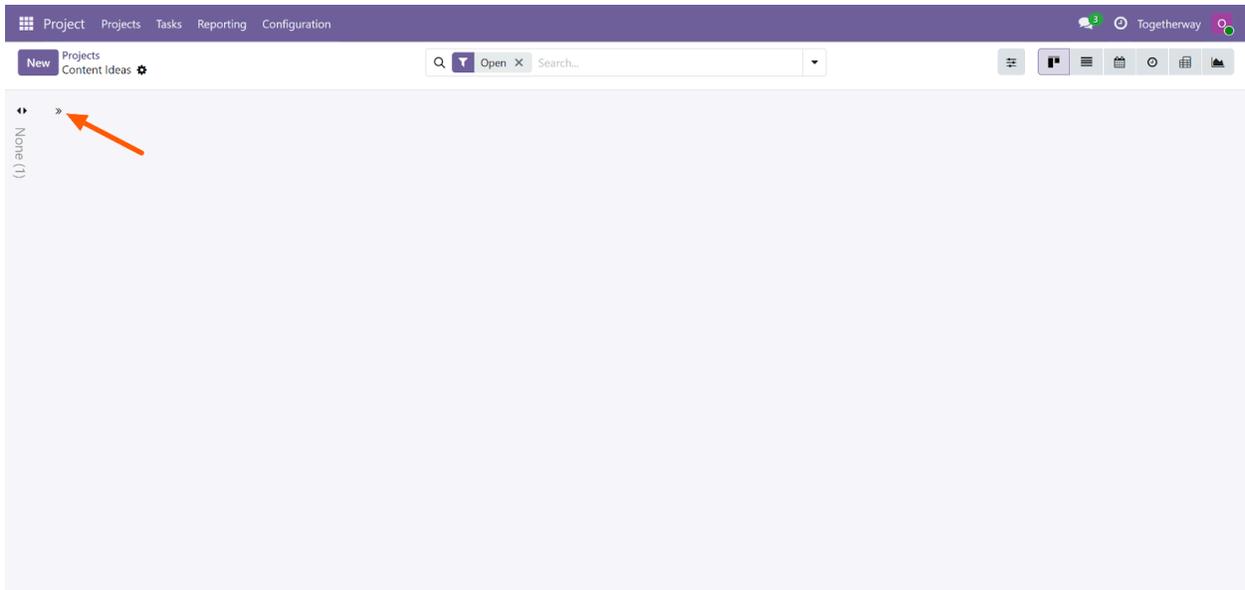
Managing Project Tasks

Once you have selected the project,



You can now begin managing work using task statuses. Click on the icon to create different task statuses such as:

- **Blocker**
- **To Do**
- **In Progress**
- **Done**



Under each status, you can click on the plus icon to:

- **Create tasks**

- Add subtasks
- Drag to move tasks across statuses as work progresses

This workflow helps track execution progress and ensures clear visibility into what is pending, ongoing, facing any blocker or challenges, or completed within the project.

