Implementation Plan -Talent Pro (OKRs)

	Event	Details	Accountable	Status	Notes	Timeframe: Week Beginning										
Feature	What is occurring in this timeframe	Need to know information to complete this event	Who is responsible for ensuring this takes place {or Talent}	Complete / In Progress		Week 1 [Date]	Week 2 [Date]	Week 3 [Date]	Week 4 [Date]	Week 5 [Date]	Week 6 [Date]	Week 7 [Date]	Week 8 [Date]	Week 9 [Date]	Week 10 [Date]	Week 11 [Date]
	Assemble Project Team & Educate on Talent	Connect to discuss the value proposition, current processes, roll-out strategy, training needs analyis, timeframes, accountable parties, resources, etc, and build Implementation Plan Framework														
Obj	Populate Organizational OKRs	Input Org level OKRs														
Obj	Team / Dept level OKRs Level 1	Input Dept OKRs														
Obj	Team / Dept level OKRs Level 2	Input Dept OKRs at next level of cascade (If needed)	: Admin+ Champions		Consider using Programs to enable this and to keep track											
Obj	Individual Contributor OKRs	Input Personal Level OKRs aligned to parent team objectives	: Admin + Champions		Consider using Programs to enable this and to keep track											
1o1	Leadership team 1-on-1 start	Management team starts setting up 1on1s with their managers (peers as needed)	: Admin + Champions		Consider using Programs to enable this and to keep track											
1o1	Next Levels 1on1 starts	Next level Teams set up weekly/bi weekly 1on1s with manager	: Admin + Champions		Consider using Programs to enable this and to keep track											
Rec	Set up Core Value Badges in Recognition	Have core values identified with badges and description of each one														
Fb	Set up survey templates															
Fb	Launch engagement Survey															
Fb	Launch 360 Feedback															
Rev	Set up templates for Reviews															
Rev	Define Workflow for Reviews															
	Training and Learning Focused Sessions															
	Check ins with your Project Team	Weekly or bi-weekly calls to check in progress and to make adjustments.														
Obj	Training on OKRs in Talent for Admins and Champions	OKR framework intro + demo on OKRs in app														
Obj	OKRs in Talent for next level Managers	Content: OKR framework + Demo of Objectives in Talent for Managers														
Obj	OKRs in Talent for team members	Content: OKR framework + Demo of Objectives in Talent for team members														
1o1	Training on 1-on-1s for Champions	Templates + Scheduling + Reports														
1o1	1-on-1s for Managers and team members	Internal training on how to use it.														
Rec	Setting up and Best Practices	Discussion on set up and SBI model														
Rec	Training for Company	At event a quick demo on Recognitions. Including WIFM and internal practice														
Fb	The features of Feedback in Talent	How to launch feedback for me for uses in upward feedback for managers , engagement surveys; and using Feedback for others to facilitate 360s														
Fb	Internal training on Feedback															
Rev	Enabling Reviews															
	Communications															
	General communication about Talent	First communication out about platform	: HR+ Marketing and Communications	Not Started												
Obj 1o1	about OKRs and 1-on-1s	All Organization Objectives are commitemented and uploaded to Talent by week end.	: HR+ Marketing and Communications													
Rec	about Recognitions		: Exec+ HR+ Marketing and Communications													
Fb	about Feedback on Engagement Surveys		: HR+ Marketing and Communications													
Fb	about Feedback on 360 feedback		: HR+ Marketing and Communications													
Rev	about Reviews		: HR+ Marketing and Communications													