OKR Architecture Checklist

> Check whether the OKR operating architecture is clear before teams start writing OKRs. Covers Planning Groups, Planning Waves, OKR Teams, roles, rhythm and source of truth.

Before writing OKRs, confirm the architecture is clear

Question	Status	Notes / action needed
Is the implementation scope clear? (pilot / team-level / full rollout)	Yes / No / Needs work	
Are OKR Planning Groups defined? (which teams plan together)	Yes / No / Needs work	
Are OKR Planning Waves needed? (who creates OKRs first)	Yes / No / Needs work	
Are OKR Teams defined? (who owns, reviews and learns from OKRs)	Yes / No / Needs work	
Is the OKR Cycle defined? (duration, start and end dates)	Yes / No / Needs work	
Are roles and responsibilities clear? (Creator, Coach, Method Coach)	Yes / No / Needs work	
Is there an OKR Organisational Charter? (operating agreement)	Yes / No / Needs work	
Is there an OKR Artefact Hub? (source of truth for OKRs and evidence)	Yes / No / Needs work	
Is there an OKR Countdown Calendar? (all key dates visible)	Yes / No / Needs work	
Is there a quality bar for OKRs before they are published?	Yes / No / Needs work	

Architecture rule: do not start by writing OKRs. Start by designing the system that will make those OKRs useful.