



# Viva Goals Office Hours

# Agenda

- Icebreaker (3 min)
- How to choose the right OKR rollout plan– featuring Senior Director of the OKR Enterprise Accelerator team Don Campbell (10 min)
- Breakout rooms (20 min)
- Viva Goals Product Feature Deep Dive (10 min)
- AMA (15 min)

Icebreaker

# Icebreaker

The holidays are coming, share a photo or GIF that represents your favorite holiday! We'll go first...



# How to choose the right OKR rollout plan for your organization

A discussion with Senior Director of the OKR Enterprise Accelerator team, Don Campbell

# Microsoft Journey & Insights

## Culture

- Keep employee value at the center
- Showcase Executive sponsorship
- OKRs must underpin culture

## Deployment

- Define success and your “why”
- Choose deployment model and depth in organization
- Enable in rhythm of business and workflow
- Check-Ins & Dashboards

## Adoption

- Ensure psychological safety
- Normalize “intelligent failure”
- Build “Champ” community and evangelism
- Celebrate the wins

## Outcomes

- OKRs supporting a purpose-driven culture
- Viva Goals enabling focus, alignment and stretching

# Common Obstacles

Obstacle	What to do
Lack of mission, vision and values	Make sure there is a meeting on the books to align on mission, vision, and values for 2023 on a leadership level. Seed the idea, practice, and purpose for OKRs at this summit.
Lack of focus	Don't go too big, too fast. Start with a pilot group and very few OKRs to nail the practice and benefit from the OKR superpower of focus.
Lack of patience	Build a strong comms plan centered around learning and the growth mindset to keep momentum going.
Lack of regular check-ins and OKR visibility	Calendar out check-in moments across teams and ask executive sponsor and team managers to use the OKR dashboard at meetings.

# If you...

- ➔ Lack clear executive sponsorship
- ➔ Are early in your OKR journey as an organization
- ➔ Have a decentralized planning process

# What we've seen work:

- ✔ Flexibly allow individual teams of various sizes to explore and adopt Viva Goals reactively as their interest arises
- ✔ Highlight on-demand Viva Goals training resources
- ✔ Ask teams exploring OKRs and Viva Goals to share their findings broadly across the organization to educate and evangelize



# If you...

- ➔ Have an executive sponsor
- ➔ Need a success story to prove value of OKRs to the rest of your organization
- ➔ Are part of a team responsible for driving aligned organization change management

# What we've seen work:

- ✓ License a single cross-functional department
- ✓ Choose OKR Superchamp/program owner accountable for success of program
- ✓ Invest in coaching and training across the department, usually digital training content with customization as needed

## If you...

- Have a centralized planning process
- Cascade priorities top-down
- Have multiple VP-level sponsors
- Are early in your OKR journey as an organization

## What we've seen work:

- ✓ Leverage OKRs as a mechanism to drive leadership alignment and top-down communication on organizational strategy
- ✓ Choose sponsoring leadership team
- ✓ Choose OKR Superchamp/program owner accountable for success of program
- ✓ License all users; limit most to Observer
- ✓ Digital training content with customization

# If you...

- Have a centralized planning process
- Cascade priorities top-down
- Have multiple VP-level sponsors
- Already have pockets of OKR maturity in your organization

# What we've seen work:

- ✓ Enable org-wide availability and adoption of OKRs within a prescribed framework
- ✓ Choose OKR Superchamp/program owner accountable for success of program, as well as network of champions throughout the organization
- ✓ License all users w/ create restrictions
- ✓ Digital training content with customization

# Breakout Rooms

# Breakout Room Conversation Starters

1

Which rollout approach have you used or do you think would resonate best in your organization? Why?

2

What tips do you have for other folks who are at the beginning of their OKR/Viva Goals journey?

# Product Feature Deep Dive: Review Dashboards

# OKR Reviews



**Regular  
Check-ins**

**Identify At-Risk  
or Behind OKRs**

**Corrective  
Actions/Focus Areas**



# Review Dashboards in Viva Goals

## Why dashboards?

*Spend less time preparing presentations, more time achieving goals.*

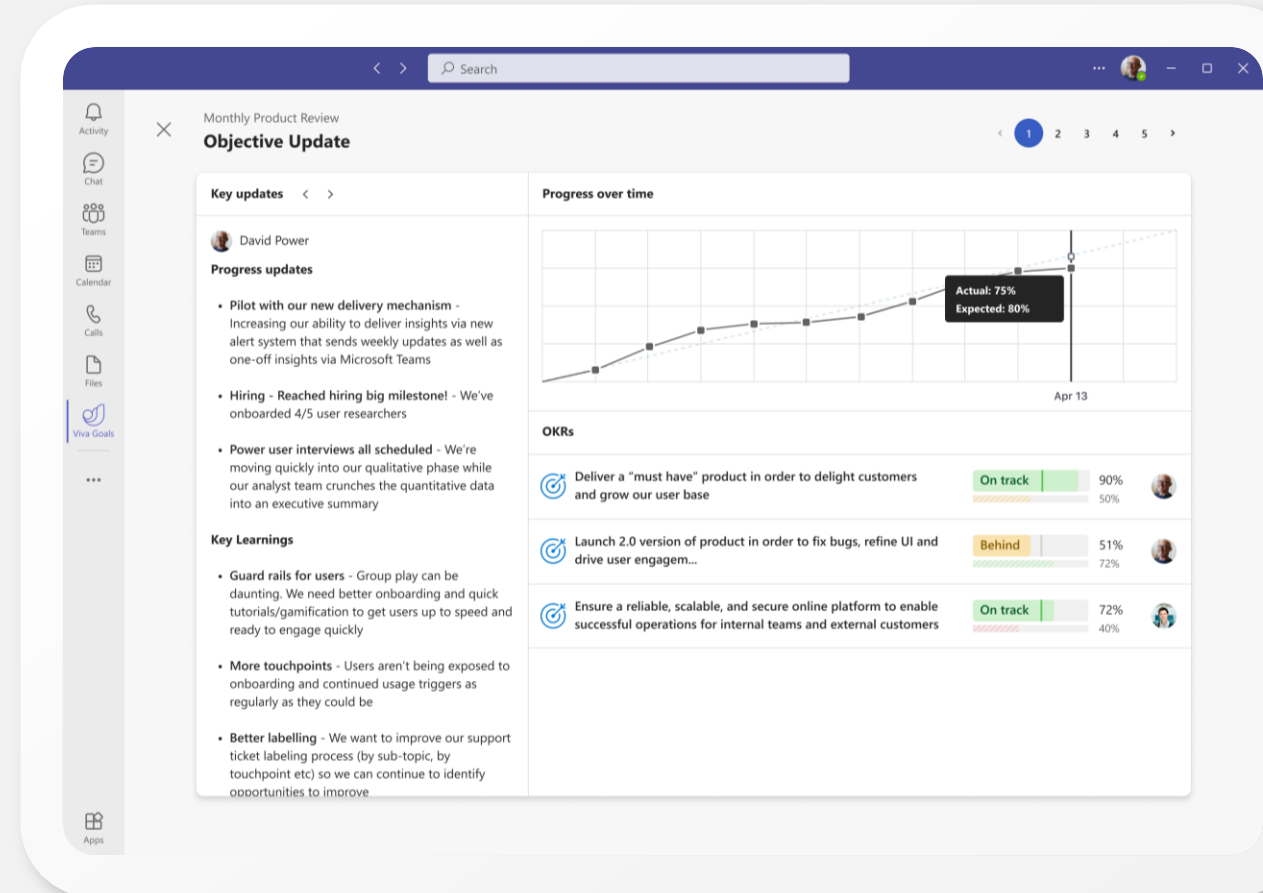
- Custom dashboards for each persona.
- Customizable widgets for presenting OKR information.
- Real time OKRs data with up-to-date progress.
- Interactive interface for deep dive discussions.

## How does it work?

Create dashboards in Viva Goals to run your review meetings seamlessly. These can be used during variety of rhythms:

- Organization level - quarterly business reviews
- Department level – monthly business reviews
- Team level – weekly business reviews

*\* The rhythms to conduct review meetings will vary for each organization and department according to their business requirements. Above is only the representation of most practiced rhythms.*





# Viva Goals Dashboard Demo

AMA

# Thank you!

Please make sure to take our exit poll so we can better serve you next time!

Have questions? Reach out to [GoalsOfficeHours@Microsoft.com](mailto:GoalsOfficeHours@Microsoft.com)