# OKR Management System - Updated Scoping Document

## Project Overview

Build a Next.js web application to manage and track Principal Development Manager OKRs for HMCTS CFT, supporting the transition from external contractor dependency to internal capability building.

## Technical Stack

- \*\*Frontend\*\*: Next.js 14+ with TypeScript

- \*\*Database\*\*: SQLite with Prisma ORM

- \*\*Containerization\*\*: Docker for Azure deployment

- \*\*Email Service\*\*: GOV.UK Notify API

- \*\*Authentication\*\*: Local user accounts with bcrypt

- \*\*Styling\*\*: GOV.UK Design System with @rottitime/govuk-design-react

- \*\*Charts/Dashboards\*\*: Chart.js or Recharts with GOV.UK styling

- \*\*UI Components\*\*: GOV.UK Frontend components and patterns

## User Roles & Permissions

### Administrator (You - Head of Software Engineering)

- \*\*Full Access\*\*: View, edit, delete all data

- \*\*User Management\*\*: Create/manage PDM accounts

- \*\*Team Management\*\*: Create teams and assign them to PDMs

- \*\*OKR Management\*\*: Create OKRs and assign them to PDMs

- \*\*System Configuration\*\*: Set review schedules, notification preferences

- \*\*Reporting\*\*: Access all dashboards and export capabilities

### Principal Development Manager (PDMs)

- \*\*View Access\*\*: All team data across organization (read-only for other PDMs)

- \*\*Edit Access\*\*: Only their assigned teams/services data

- \*\*Input Capabilities\*\*: Update progress, add comments, upload evidence

- \*\*Review Screens\*\*: Complete monthly and quarterly review forms

- \*\*Notifications\*\*: Receive reminders and deadline alerts

## Core Features

### Administrator Team Management

- \*\*Team Creation\*\*: Create new teams with service area assignments (Civil, Family, Tribunals)

- \*\*PDM Assignment\*\*: Assign teams to specific Principal Development Managers

- \*\*Team Hierarchy\*\*: Manage PDM → Multiple Teams/Services structure

- \*\*Team Details\*\*: Set team descriptions, service areas, and capabilities

### Administrator OKR Management

Based on the Principal Development Manager role document[1], administrators can create and assign the following OKRs:

\*\*Objective 1: Develop High-Performing Engineering Teams\*\*

- Key Result 1: Implement structured mentorship program pairing engineers with senior mentors

- Key Result 2: Conduct quarterly skills assessments ensuring competency standards

\*\*Objective 2: Implement Modular and Decentralised Architecture\*\*

- Key Result 1: Become cognizant of CCD decentralised features

- Key Result 2: Support teams with CCD decentralised prototype tooling

- Key Result 3: Facilitate architecture review sessions

\*\*Objective 3: Minimize Technical Debt and Enhance Service Stability\*\*

- Key Result 1: Reduce technical debt by 30% through refactoring initiatives

- Key Result 2: Decrease P1/P2 incidents by 25%

- Key Result 3: Allocate 15% sprint capacity to technical debt

\*\*Objective 4: Accelerate Delivery Efficiency\*\*

- Key Result 1: Improve lead time for feature delivery by 10%

- Key Result 2: Identify reusable components for cross-team sharing

- Key Result 3: Provide training sessions on delivery efficiency tools

\*\*Objective 5: Promote Sustainable Development Practices\*\*

- Key Result 1: Ensure cost tracking for all projects

- Key Result 2: Reduce infrastructure costs by 10%

- Key Result 3: Launch environmental impact reduction initiatives

\*\*Objective 6: Strengthen Alignment with HMCTS Strategic Goals\*\*

- Key Result 1: Collaborate with stakeholders for demand alignment

### PDM Review Screens

- \*\*Monthly Review Form\*\*: Structured form for monthly progress updates

- \*\*Quarterly Review Form\*\*: Comprehensive form for quarterly strategic reviews

- \*\*Progress Tracking\*\*: Update key result progress with evidence uploads

- \*\*Review History\*\*: Access to previous review submissions

### Dashboard & Analytics

- \*\*Executive Dashboard\*\*: High-level progress across all PDMs

- \*\*PDM Dashboard\*\*: Detailed view of assigned teams' progress

- \*\*Progress Visualization\*\*: Charts showing OKR completion trends using GOV.UK styling

- \*\*Risk Indicators\*\*: Highlight at-risk objectives and key results

### GOV.UK Notify Email System

- \*\*Review Reminders\*\*: 48 hours before monthly, 1 week before quarterly

- \*\*Progress Updates\*\*: Weekly reminders for data input if overdue

- \*\*Deadline Alerts\*\*: Notifications for approaching key result deadlines

- \*\*Escalation Notifications\*\*: Alert when progress falls below thresholds

## Updated Database Schema (SQLite)

### Users Table

```sql

- id (Primary Key)

- email (Unique)

- password\_hash

- name

- role (ADMIN, PDM)

- notify\_preferences (JSON)

- created\_at

- updated\_at

```

### Teams Table

```sql

- id (Primary Key)

- name

- service\_area (Civil, Family, Tribunals)

- pdm\_id (Foreign Key to Users)

- description

- created\_by (Foreign Key to Users - Admin)

- created\_at

- updated\_at

```

### Objectives Table

```sql

- id (Primary Key)

- title

- description

- pdm\_id (Foreign Key to Users)

- quarter

- year

- objective\_number (1-6 based on PDM role)

- created\_by (Foreign Key to Users - Admin)

- assigned\_at

- created\_at

- updated\_at

```

### Key\_Results Table

```sql

- id (Primary Key)

- objective\_id (Foreign Key)

- title

- description

- target\_value

- current\_value

- unit (percentage, number, etc.)

- due\_date

- status (ON\_TRACK, AT\_RISK, COMPLETE)

- created\_by (Foreign Key to Users - Admin)

- created\_at

- updated\_at

```

### Progress\_Updates Table

```sql

- id (Primary Key)

- key\_result\_id (Foreign Key)

- team\_id (Foreign Key)

- progress\_value

- comments

- evidence\_url

- updated\_by (Foreign Key to Users)

- created\_at

```

### Monthly\_Reviews Table

```sql

- id (Primary Key)

- pdm\_id (Foreign Key to Users)

- review\_date

- quarter

- year

- progress\_summary (TEXT)

- blockers\_identified (TEXT)

- resource\_needs (TEXT)

- forward\_planning (TEXT)

- submitted\_at

- created\_at

```

### Quarterly\_Reviews Table

```sql

- id (Primary Key)

- pdm\_id (Foreign Key to Users)

- review\_date

- quarter

- year

- okr\_grading (JSON)

- lessons\_learned (TEXT)

- strategic\_adjustments (TEXT)

- next\_quarter\_planning (TEXT)

- stakeholder\_feedback (TEXT)

- submitted\_at

- created\_at

```

### Review\_Meetings Table

```sql

- id (Primary Key)

- type (MONTHLY, QUARTERLY)

- scheduled\_date

- attendees (JSON)

- agenda

- outcomes

- action\_items (JSON)

```

## Key Functional Requirements

### Administrator Functions

- \*\*Team Management Interface\*\*: Create, edit, delete teams with GOV.UK form components

- \*\*PDM Assignment\*\*: Drag-and-drop or dropdown interface for assigning teams to PDMs

- \*\*OKR Creation\*\*: Structured forms for creating objectives and key results

- \*\*OKR Assignment\*\*: Interface to assign created OKRs to specific PDMs

- \*\*Bulk Operations\*\*: Import/export capabilities for teams and OKRs

### PDM Review Interfaces

- \*\*Monthly Review Screen\*\*:

- Progress assessment section with percentage sliders

- Blocker identification with categorization

- Resource planning with capacity indicators

- Forward planning with tactical adjustments

- Evidence upload capabilities

- \*\*Quarterly Review Screen\*\*:

- OKR grading interface using 0.0-1.0 scoring

- Lessons learned text areas with structured prompts

- Strategic adjustment recommendations

- Next quarter planning with goal setting

- 360-degree feedback integration

### Authentication & Authorization

- Local user registration/login system using GOV.UK Design System forms

- Role-based access control middleware with admin/PDM permissions

- Session management with secure cookies

- Password reset functionality via GOV.UK Notify

### GOV.UK Design System Integration

- \*\*Components\*\*: Use GOV.UK Frontend components for forms, navigation, panels, tables

- \*\*Patterns\*\*: Implement GOV.UK patterns for team management and OKR assignment

- \*\*Admin Interfaces\*\*: Special admin-only sections with elevated permissions styling

- \*\*Review Forms\*\*: Structured review forms following GOV.UK form patterns

### Data Input & Validation

- \*\*Team Creation\*\*: Validation for team names, service areas, and PDM assignments

- \*\*OKR Management\*\*: Template-based OKR creation with predefined structures

- \*\*Progress Updates\*\*: Percentage sliders, text comments, file uploads

- \*\*Review Submissions\*\*: Form validation ensuring complete review data

## Success Metrics

- \*\*User Adoption\*\*: 100% PDM engagement within first month

- \*\*Data Quality\*\*: 90%+ completion rate for monthly progress updates

- \*\*Review Completion\*\*: 100% on-time submission of monthly and quarterly reviews

- \*\*Admin Efficiency\*\*: 50% reduction in time to create and assign OKRs

- \*\*Strategic Alignment\*\*: Clear visibility into capability building progress aligned with CFT Technical Platform Vision[2]

This scoping document incorporates the administrator's ability to create teams and assign them to PDMs, create OKRs and assign them to PDMs, and provides dedicated monthly and quarterly review screens for PDMs to complete their assessments following the structured review framework discussed earlier.