## KPI Template

| **KPI - <name\_goes\_here>** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Element** | **Properties** | | | | | | |
| **Goals** | **G1** | | **G2** | | **G3** | |  |
|  |  | |  | |  | |  |
| **Critical Success Factor** | **Name** | **Description** | | | | | |
|  |  |  | | | | | |
| **KPI** | **Name** | **Description** | **Value** | **Unit** | **Measurement Frequency** | **Target** | **Action** |
|  |  |  |  |  |  |  |  |
| **Metric(s)** | **Name** | **Value** | **Unit** | **Measure(s)** | **Name** | **Value** | **Unit** |
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## KPI Checklist

| **Checklist Item** | **Status** |
| --- | --- |
| De-linked from HR-based financial incentives |  |
| Has a target value |  |
| Has an action |  |
| Quantifiable |  |
| It is a continuous measurement |  |
| It is frequently measured |  |

*A simple version of KPI Framework for brainstorming and visualizing available data*

|  | ***<KPI NAME>*** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Goal** | **Critical Success Factor** | **Key Performance Indicator** | | **Metric(s)** | **Measure(s)** |
|  |  |  | |  |  |
| **Target** | **Action** |
|  |  |
| **CHECKLIST** | | | | | | |
| **De-linked from HR-based financial incentives** |  |  |  |  |  |  |
| **Target Driven** |  |  |  |  |  |  |
| **Action Driven** |  |  |  |  |  |  |
| **Quantifiable** |  |  |  |  |  |  |
| **Frequently measured** |  |  |  |  |  |  |
| **Continuously measured** |  |  |  |  |  |  |