Expectations Worksheet

What are expectations?

Setting expectations is one of three key parts of Object Computing's Check-in process. Team Members and their Professional Development Leads agree upon Objectives and Key Results for the coming project, quarter, or year.

Team Members, their PDLs, and their supervisors should review expectations regularly to ensure they remain relevant as circumstances change.

Team Member, PDLs, & Supervisor Responsibilities

- The PDL and Supervisor are responsible for coordinating to ensure that employees receive clear expectations that are aligned with key business objectives.
- The Team Member is responsible for drafting appropriate OKRs that align with expressed expectations and to review these regularly with their PDL.
- Team Member, PDL, & Supervisor provide constructive feedback on what is working and what could be improved.

Getting started:

1. Supervisors discuss and set clear expectations for their employees (this should be an ongoing process).
2. Professional Development Leads and Supervisors discuss and clarify any changes in expectations and align on team objectives (when these roles are filled by different individuals).
3. Team Members draft OKRs that align with expressed expectations
4. Team Members review and refine OKRs with their Professional Development Lead
5. Supervisors and Team Members ask for and give frequent feedback on performance against expectations
6. Professional Development Leads and Team Members revisit and revise your expectations in Check-Ins throughout the year

Objectives and Key Results (OKRs) are a mechanism for defining and achieving desired outcomes for organizations, teams, and team members. OKRs are not a way to measure individual performance. Objectives should mix organization and team-aligned objectives with those driven by your own desire to grow your skills and contributions.

OBJECTIVES
- Communicate what you would like to accomplish and why those accomplishments matter
- Clarify your trajectory
- Are aspirational and motivate your actions
- May be long or short term
- Are informed by organizational objectives

What do you and your team want to accomplish, and why is it important?

KEY RESULTS
- Define specific and measurable outcomes
- Represent what is desired, not expected (you should generally accomplish no more than 70% of your target results)
- Are not actions, but numbers

What outcomes would represent a great quarter?

Instructions

Identify the key results that will be used to measure your progress toward each of your Objectives. Describe the Objective, including the reason for that Objective. A well-written objective is outcome focused. Next, describe the Key Results that you will use to measure your progress toward achieving each Objective. Well-written Key Results will be focused on output rather than actions. Include due dates where appropriate or necessary. You can find more detailed information on writing effective OKRs at:

https://www.whatmatters.com/faqs/okr-meaning-definition-example
https://www.whatmatters.com/faqs/okr-examples-and-how-to-write-them
https://www.whatmatters.com/faqs/outputs-vs-outcome-okr

OBJECTIVE	
KEY RESULT 1:	**DUE DATES:**
KEY RESULT 2:	
KEY RESULT 3:	
KEY RESULT 4:	
KEY RESULT : 5:	

OBJECTIVE	
KEY RESULT 1:	**DUE DATES:**
KEY RESULT 2:	
KEY RESULT 3:	
KEY RESULT 4:	
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Adobe's open-source Check-in toolkit. Published by Adobe.

Available at https://www.adobe.com/check-in/toolkit.html

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