

Keep Score on KPIs in 4 Steps

Step 1

Define the Metrics



Ensure each KPI follows the SMART formula (Specific, Measurable, Achievable, Results-oriented, Time-bound)

Step 2



Establish Targets

Set boundaries and proceed to set targets for each team function in the form of minimum and maximum deliverables.

Step 3



Track and Publish Results

Once you've obtained your first round of KPI results, share them with your team. This is the time for your team to regroup and plan what can be improved moving forward.

Step 4

Track Consistently



Ensure you're tracking your team's KPIs continuously and at a consistent interval. This allows you to compare your team's performance over time as the project progresses.