

MOVVO

OPERATIONS TEMPLATE SHOP

PAID TEMPLATE GUIDE

KPI Ownership Tracker

**Use the workbook to make
one operating problem
visible and actionable.**

A short implementation guide for founders, COOs, and operations leads.
Use with the matching MOVVO workbook.

Included: setup checklist, tab guide, operating rules, review cadence

What this template fixes

Most KPI dashboards fail because metrics are reported without ownership. This tracker forces every metric to have one owner, one target, one interpretation rule, and one next action when the signal changes.

- Work from a small set of real examples before trying to standardize everything.
- Use owners and dates as the test of whether the template is producing action.
- Remove rows that do not change decisions, delegation, or follow-through.

The rule

The workbook should reduce ambiguity, not become another reporting artifact.

How to use it

Start with 5 to 8 KPIs. If a metric cannot trigger a decision or action, remove it from the weekly layer. Keep strategic or nice-to-know metrics somewhere else.

Review rule

A red KPI should not produce a long explanation. It should produce an action, a decision request, or an explicit deferral.

Good KPI ownership

A useful owner knows why the metric moved, what action should happen first, and when the metric should be reviewed again.

30-minute setup

Minute	Action	Output
0-5	Open Start Here and fill the setup fields.	The workbook has context.
5-15	Replace sample rows with real current examples.	The problem becomes concrete.
15-24	Name owners, boundaries, actions, and due dates.	The workbook creates accountability.
24-30	Schedule the next review and choose one change to test.	The template enters the operating rhythm.

Do not overbuild the first version

The first pass should feel slightly too simple. Add complexity only after the team repeats the workflow and asks for a specific improvement.

Workbook tab guide

Tab	Use it for	Update cadence
Start Here	Setup fields, workflow reminders, and first-pass instructions.	Once, then monthly.
Main dashboard	The live operating view for the core problem.	Every review.
Action tab	Owners, due dates, handoffs, and next steps.	During review.
Review log	History of what changed and what still repeats.	Weekly or biweekly.
Lists	Dropdown values used by the workbook.	Only if your terminology changes.

Implementation checklist

- The workbook has no more than 10 real rows in the first pass.
- Every row has one accountable owner.
- Every high-risk row has one next action.
- Every action has a due date or check-in date.
- The first review date is on the calendar.
- The owner knows what decision or behavior should change this week.
- The workbook has been saved as the working team copy.
- The original template file remains clean for future duplication.

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