

Manage Objectives

Feature

From strategy to action—track progress, drive accountability, and make every goal count

Epic's **Manage Objectives** feature bridges the gap between strategic planning and day-to-day execution—giving individuals, teams, and leaders a structured way to capture goals, track progress, and drive accountability.

Whether you're managing strategic initiatives or operational tasks, this feature ensures that objectives are clearly defined, delegated, and monitored in real time. It's built to support both individual ownership and team-wide visibility, making it a powerful tool for performance management and strategic alignment.



Key Functions

- **Strategic & Operational Objectives:** Capture deadline-driven objectives with or without linked actions. Flag key items as “Strategic” to include them in team-level reporting.
- **Progress & RAG Status Updates:** Users can update progress at any time, including Red-Amber-Green (RAG) status indicators and commentary—feeding directly into the Strategy Dashboard.
- **Delegation & Ownership:** Managers can assign or delegate objectives to direct reports, ensuring clarity of responsibility and follow-through.
- **Automated Reminders:** Email alerts notify users of upcoming deadlines, with direct links to the relevant objective for quick access and action.
- **Portfolio of Evidence:** Attach supporting documents, photos, or notes to objectives and actions—creating a robust audit trail and proof of progress.
- **Live Reporting:** Generate individual and team-level reports that reflect current status, progress updates, and strategic alignment. These reports can be used as agendas for monthly check-ins or leadership reviews.
- **Mobile App Enabled:** Fully accessible via mobile and tablet, allowing users to update objectives and track progress from anywhere.