

PROJECTS GOALS & OBJECTIVES

Worksheet

Project Name:

Author:

Date:

Add your goal to the following worksheet, then use the SMART process to determine the characteristics of your objective or objectives. SMART stands for specific, measurable, achievable, relevant, and time-bound. If the goal is to improve native habitat in the city, an objective should look like this:

Goal:

SPEIFIC: Who? What? When? Where? Why? Which?

MEASURABLE: Metrics and milestones. How much? What percentage?

ACHIEVABLE: Do you have skills and tools to accomplish this objective?

RELEVANT: Does it fit with overall organizational objectives?

TIME-BOUND: Intermediate and final deadline

OBJECTIVES 1

SPEIFIC: Who? What? When? Where? Why? Which?

MEASURABLE: Metrics and milestones. How much? What percentage?

ACHIEVABLE: Do you have skills and tools to accomplish this objective?

RELEVANT: Does it fit with overall organizational objectives?

TIME-BOUND: Intermediate and final deadline

OBJECTIVES 2

SPEIFIC: Who? What? When? Where? Why? Which?

MEASURABLE: Metrics and milestones. How much? What percentage?

ACHIEVABLE: Do you have skills and tools to accomplish this objective?

RELEVANT: Does it fit with overall organizational objectives?

TIME-BOUND: Intermediate and final deadline

OBJECTIVES 3