PROJECT GOALS & OBJECTIVES

DATE	AUTHOR	PROJECT NAME

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: "To increase the native plants between 1st and 3rd Streets by 50% by March 31st."

GOAL	

S SPECIFIC	Who? What? When? Where? Why? Which?	
M MEASURABLE	Metrics and milestones. How much? What percentage?	
A ACHIEVABLE	Do you have the skills and tools to accomplish this objective?	
R RELEVANT	Does it fit with your overall organizational objectives?	
T TIME-BOUND	Intermediate and final deadline	
OBJECTIVE 1		

S SPECIFIC	Who? What? When? Where? Why? Which?	
M MEASURABLE	Metrics and milestones. How much? What percentage?	
A ACHIEVABLE	Do you have the skills and tools to accomplish this objective?	
R RELEVANT	Does it fit with your overall organizational objectives?	
T TIME-BOUND	Intermediate and final deadline	
OBJECTIVE **2**		

S SPECIFIC	Who? What? When? Where? Why? Which?	
M MEASURABLE	Metrics and milestones. How much? What percentage?	
A ACHIEVABLE	Do you have the skills and tools to accomplish this objective?	
R RELEVANT	Does it fit with your overall organizational objectives?	
T TIME-BOUND	Intermediate and final deadline	
OBJECTIVE **3**		

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