******SMART Goals for
Project Managers
Cheat Sheet**



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|  |  | 1. Increase Production Output: |
|  |  | Our writing team will increase published article output by 10 percent this year by reducing the time spent in meetings and streamlining existing processes. |

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|  |  | 2. Improve the Reporting Process: |
|  |  | The project manager will improve the project status reporting process by creating real-time dashboards that are accessible to stakeholders. This new process will be implemented during the planning phase of the next project. |

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|  |  | 3. Develop the Skills of Team Members: |
|  |  | The project manager will dedicate time to developing the skills of the people on the team. Senior employees will mentor a less experienced team member on a project at least once a year to improve the skills of newer employees. |

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|  |  | 4. Try New Project Management Tools: |
|  |  | Once per quarter, the project manager will try out a new time-saving technology tool or template. If the tool is successful in saving significant time, they will implement it into their processes going forward. |

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|  |  | 5. Perform a Process Audit: |
|  |  | The project manager will perform an audit of all project process workflows once per year to ensure that they are efficient and remain necessary. |

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|  |  | 6. Plan Regular Team-Building Events: |
|  |  | The project manager will schedule quarterly events to aid in team building and cohesion. |

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|  |  | 7. Find New Vendors or Business Partners: |
|  |  | The project manager will identify and evaluate a new third-party vendor or agency to support the operations of their team by the end of the following quarter. |

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|  |  | 8. Increase Customer Satisfaction by Decreasing  Business Response Time: |
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|  |  | Within the next quarter, the project manager will lead the customer service team in decreasing the response time to customer inquiries by 20 percent compared to the current average response time. |

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|  |  | 9. Reduce the Time the Team Spends in Meetings: |
|  |  | The project manager will reduce the time each team member spends in meetings by 10 hours a month by the end of the month. |

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|  |  | 10. Improve the Efficiency of Team Meetings: |
|  |  | The project manager will make weekly team meetings more efficient using a meeting agenda populated by the team with the most important topics. This change will go into effect starting with the next team meeting. |

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|  |  | 11. Improve Team Communication and Collaboration: |
|  |  | The project manager will increase the effectiveness of team communication by encouraging the use of an asynchronous communication tool and setting up regular individual check-ins by the end of the month. |

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|  |  | 12. Improve Team Productivity and Performance: |
|  |  | The project manager will utilize the company’s new project management software to create a new task management system and improve the team’s productivity and performance on the next project. |

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|  |  | 13. Achieve Project Goals Within Constraints: |
|  |  | Within the next month, the project manager will create a risk management plan template that can be used to achieve project goals within constraints. |

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|  |  | 14. Stay Proactive to Mitigate Risks: |
|  |  | The project manager will use a risk management plan and perform regular risk assessments during each project phase to anticipate and mitigate risks. |

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|  |  | 15. Align Project Goals With Company Goals: |
|  |  | The project manager will ensure that project goals are in line with leadership’s goals for the company by clearly outlining project goals with a project plan at the outset of each project. |

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|  |  | 16. Manage Stakeholder Expectations: |
|  |  | The project manager will create a project communication plan during the planning phase of each project to establish the frequency and detail of communication with each project stakeholder. |

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