**Project Goals and Objectives Template**

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| --- | --- |
| Project Name |  |
| Date |  |
| Author |  |
| 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** |  |

|  |  |
| --- | --- |
| **SPECIFIC:** 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 |  |
| Objective 1 |  |

|  |  |
| --- | --- |
| **SPECIFIC:** 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 |  |
| Objective 2 |  |

|  |  |
| --- | --- |
| **SPECIFIC:** 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 |  |
| Objective 3 |  |

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