Project Goals and Objectives Template

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	

DISCLAIMER