

<b>Area</b>		<b>Department</b>	
<b>Author</b>		<b>Mission of Unit</b>	
<b>Goal</b>		of	

**1. What is your SMART Goal?**  
This is your **outcome**. Keep it brief: a SMART Goal is Specific, Measurable, Achievable, Relevant, and Time-bound.

**2. How do you plan to achieve this goal?**  
This is your **activity plan**. What will be done (or done differently) to help you achieve this goal?

**3. How will you track progress achieving this goal?**  
This is your **measurement**. What method(s) will you use to gather data relevant to your goal? Measurements can be direct (tracking program participation, utilization of services, etc.) or indirect (surveys/focus groups).

**4. How will you know whether your goal has been met?**  
This is your **standard**. How will you define successful achievement of the goal?

**5. When do you plan to have your results?**  
When will you have your **results**?

**6. Alignment with Strategic Plan**  
How does this **align** with the campus Strategic Plan?

**7. Did you meet your goal? Please explain.**  
These are the **results** of your assessment. Did you meet your goal? Was the standard of achievement met? If you did not meet your goal, why not?

**8. What actions will be taken based on these results?**  
This is your **action plan**. What decisions have been made or will be made based on your results? Will the results be used in budgeting/resource allocation?

**Dean/Supervisor Feedback**

*Once you have completed steps 1 through 8, email this document to your Dean or Supervisor for their feedback.*