**SMART GOALS TEMPLATE
FOR PROJECT MANAGEMENT**

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| Magnifying glass with solid fill | What is the outcome you would like to achieve with this project? | INITIAL GOAL |
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| Bullseye with solid fill | What, specifically, will this project accomplish? Who needs to be involved? What needs to be accomplished beforehand? | SPECIFIC |
| S |  |
| Scales of justice with solid fill | What metrics will you use to measure the success of this project? | MEASURABLE |
| M |  |
| Hero Male with solid fill | What do you need in order to achieve project success? Support from others? Additional skills? Access to information or equipment? | ACHIEVABLE |
| A |  |
| Presentation with checklist with solid fill | How does this tie into the larger company goals? Why is now the time to start this project? | RELEVANT |
| R |  |
| Alarm clock with solid fill | When will you determine the success or failure of this project? | TIME-BOUND |
| T |  |

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| --- | --- | --- |
| Badge Tick1 with solid fill | Review what you have written and create a comprehensive project goal statement that encompasses each element of the SMART goal setting process. | SMART GOAL |
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