

Guiding Questions for Developing S.M.A.R.T. Objectives

Analyze each of your objectives to examine they are **S.M.A.R.T.** *with respect to the major goal/s of your project.*

1. Is your objective **Specific**? If you have a specific objective, you should be able to answer the following six questions:
 - *What*: What exactly do you want to accomplish?
 - *Why*: What are the reasons, purpose or benefits of accomplishing the objective?
 - *Who*: Who is involved? Who are the stakeholders?
 - *Where*: Where is it going to happen?
 - *Which*: Which attributes are important? (Requirements and constraints; risk and protective factors).

2. Is your objective **measurable**? If your objectives are specific and measurable, you should be able to establish concrete criteria for measuring progress toward the attainment of each.
 - How will you know when objective is accomplished?
 - What indicators will you look for to measure progress and success?
 - Are data to measure your progress and success readily available? Or do you need to develop new measures, e.g., surveys, focus groups, etc...?

3. Is your objective **attainable**? Given resources available to you your objective must be realistic and attainable.
 - Do you have sufficient financial capacity to accomplish your objective?
 - Do you have personnel with sufficient abilities and skills to accomplish your objective (including evaluation)?
 - Do you have sufficient time to accomplish your objective?
 - What other types of resources do you need to attain your objectives (i.e., technology, space, equipment, etc...)?

4. Is your objective **result-oriented and relevant**? Ultimately, your objectives should help you achieve your major project goal(s).
 - Why is it significant?
 - Is it worthwhile?
 - Is this the right time?
 - Does this align with other efforts/needs?

5. Is your objective **time-bound**? Objectives should have starting points, ending points, and fixed durations.
 - When will achieve this objective?
 - When will we undertake activities to achieve our objective?
 - When can we expect to see some short-term outcomes?

Example:

Goal 1: Within two years after the apprenticeship/ coaching program for at-risk youth at Benedictine High School is established, the dropout rate of high school students will fall below 1% at grades 10, 11, & 12.

Objective 1.1: As a result of the program attendance rates at Benedictine High School will be at 100%.

Objective	Is the objective...				
	Specific?	Measurable?	Attainable?	Result-oriented/ Relevant?	Time-Bound?
As a result of the program attendance rates at Benedictine High School will be at 100%.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, revise
Attendance rates at Benedictine High School will exceed 97% one year after the apprenticeship/ coaching program is established.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise
Attendance rates for at-risk youth at Benedictine High School at grades 10, 11, & 12 will exceed 97% one year after the apprenticeship/ coaching program is established.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, revise

~~**Objective 1.1:** As a result of the program attendance rates at Benedictine High School will be at 100%.~~

Objective 1.1: Attendance rates for at-risk youth at Benedictine High School at grades 10, 11, & 12 will exceed 97% one year after the apprenticeship/ coaching program is established.

Worksheet

Goal:

Objective:

Objective	Is the objective...				
	Specific?	Measurable?	Attainable?	Result-oriented/ Relevant?	Time-Bound?
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise	<input type="checkbox"/> No, revise

Next Steps...

- Examine your remaining Objectives and make them SMART!
- Evaluation can be used in many ways, but primarily it enables you to 1) obtain ongoing, meaningful feedback about your initiative, and 2) demonstrate that your initiative indeed made a difference.
- Look at each of your SMART objectives and identify data sources, time lines, and assign responsible parties for collecting, analyzing, and reporting data about your project.
 - If necessary, assign responsibility for the design of new measures (for example, surveys). Define a time line for completion, administration, and analysis.
- As you assign responsibility, remember, evaluation is a team effort, not just one person's job.
- Put evaluation as a topic on your upcoming meeting agendas. Always take some time to talk about where you are in your project, what data you have collected, what it is telling you and how you will use the data, as well as what you still need to know.