

#8 ACTION PLANNING FORM

Mission: _____

Strategic Goal #1

Strategy 1.1. First strategy to reach Goal #1

Objective	Responsibility	Staffing	Resources	Timeline
1.1.1. First objective to address to implement Strategy 1.1	Who is going to be responsible for accomplishing this objective?	Which staff will be needed to accomplish this objective?	What resources will be needed to accomplish this objective?	When will the objective be accomplished?
1.1.2., etc.				

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(continued)

Tips for Goal Setting: Develop S.M.A.R.T. Goals^{1,2}

Specific

The more specifically a goal is defined, the more likely it is that it will be accomplished. To set a specific goal, you must answer the six “W” questions:

- Who: Who is involved?
- What: What do I want to accomplish?
- Where: Identify a location.
- When: Establish a time frame.
- Which: Identify requirements and constraints.
- Why: Give specific reasons, purposes, or benefits of accomplishing the goal.

Measurable

Measuring progress toward reaching the identified outcomes is paramount to ensure that your work is making an impact. Consider establishing baseline information at the beginning of a project as a basis for comparison. To determine whether your goal is measurable, ask questions such as: How much? How many? How will I know when it is accomplished?

Attainable

Consider whether what you are seeking to accomplish is doable. Competing missions of the various collaborating groups can make setting attainable goals difficult. However, as you work together, you will recognize common concerns and identify abilities and capacities to support common goals. Goals that seem remote will seem less distant as your collaboration grows.

Relevant and Realistic

To be relevant and realistic, a goal must be something that members agree needs to be done and toward which they are willing and able to work. Sometimes a high goal is easier to reach than a low one because collaborators are more motivated. Think about what you have been able to accomplish in the past. What conditions contributed to those successes? What conditions are present that will contribute to the achievement of this goal?

Timebound

When will your goal be accomplished? What is a realistic timeline? How will you track your progress toward your goal?

References

1. Top Achievement. Creating SMART goals. Available at <http://www.topachievement.com/smart.html>.
2. Management Sciences for Health. Forming partnerships to improve public health. Available at <http://erc.msh.org/mainpage.cfm?file=2.2.1q.htm&module=planning&language=English>.