

# SMART Goals

Once you have planned your project, turn your attention to developing several goals that will enable you to be successful. Goals should be SMART - specific, measurable, agreed upon, realistic and time-based.

A goal might be to hold a weekly project meeting with the key members of your team or to organise and run a continuous test programme throughout the project.

The acronym SMART has a number of slightly different variations, which can be used to provide a more comprehensive definition for goal setting:

**S** - specific, significant, stretching

**M** - measurable, meaningful, motivational

**A** - agreed upon, attainable, achievable, acceptable, action-oriented

**R** - realistic, relevant, reasonable, rewarding, results-oriented

**T** - time-based, timely, tangible, trackable

This provides a broader definition that will help you to be successful in both your business and personal life.

When you next run a project take a moment to consider whether your goals are SMART goals.

SMART Goals
<b>Specific</b> <ul style="list-style-type: none"><li>• Well defined</li><li>• Clear to anyone that has a basic knowledge of the project</li></ul>
<b>Measurable</b> <ul style="list-style-type: none"><li>• Know if the goal is obtainable and how far away completion is</li><li>• Know when it has been achieved</li></ul>
<b>Agreed Upon</b> <ul style="list-style-type: none"><li>• Agreement with all the stakeholders what the goals should be</li></ul>
<b>Realistic</b> <ul style="list-style-type: none"><li>• Within the availability of resources, knowledge and time</li></ul>
<b>Time Based</b>

- Enough time to achieve the goal
- Not too much time, which can affect project performance