**Appendix 1: SMART goals as a result of a Programme Review for:**

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| **PeopleSoft Code:** | **Title of Programme:** |
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Resources for writing SMART goals: <https://www.atlassian.com/blog/productivity/how-to-write-smart-goals>.

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|  | Issue | Tasks | Measurement | Responsibility | Timeline | Progress |
| ***Year Action number*** | A **goal** should be linked to one issue or gap in the consistency review report. | There should be clear tasks or actions you can take to make progress toward a **goal**. | A **goal** should be something you can track and measure progress toward.  ***The action will be considered successful when... What measurable outcomes are you expecting to result from your proposed actions at each step?*** | A **goal** should be clearly assigned to a person and role. | A **goal** should have an end date. (ongoing is not an end-date, usually within 6-  months) | ***What specific actions and steps have been achieved against the goal at the reporting***  ***date?*** |
|  | ***What problem/issue needs addressing?*** | ***What specific actions***  ***and specific steps need to be accomplished in order to achieve goal resolution? Is each step achievable and relevant?*** | ***Who specifically will***  ***be the individual responsible for monitoring and reporting progress? Who will also be working on these actions?*** | ***When will steps in progress be reported?*** |  |
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