**Table 1: SMART goals current and new**

Resources for writing SMART goals: <https://www.atlassian.com/blog/productivity/how-to-write-smart-goals>.

Process versus outcome goals: <https://www.developgoodhabits.com/process-goals/>

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| ***Year - Action number*** | Lightbulb and gear | List | Ruler | Employee badge | Monthly calendar |  |
| A **goal** should be linked to one issue or gap and the relevant KEQ/s.  ***What problem/issue needs addressing?***  ***TIP – Suggest three to five highest priority issues*** | There should be clear tasks or actions you can take to make progress toward a **goal**.  ***What specific actions and specific steps need to be accomplished in order to achieve goal resolution? Is each step achievable and relevant?***  ***TIP – consider using process goals rather than outcome goals*** | 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.  ***Who specifically will be the role and current individual***  ***responsible for actioning, monitoring and reporting progress? Who will also be working on these actions?*** | A **goal** should have an end date or an end event.  ***When will steps in progress be reported?***  ***TIPs - ongoing is not an end-date***  ***Consider 6-month completion dates*** | ***What specific actions and steps have been achieved against the goal at the reporting date?*** |
| *EoY 2020 - 1* | *KEQ 1 Low SCC% for some courses.*  *KEQ 3 Student (course surveys) and lecturers have recurring issues with difficult assessments late in some courses.* | *Implement low-stakes assessment for AB1002, 1009 and AB 1110*   * *Add to moderation plan* * *Write assessments* * *Pre-moderate assessments* * *Implement assessments* | *Moderation plan updated*  *Pre-moderation approved*  *New assessments Implemented*  *Post-moderation approved*  *Moderation plan updated* | *APM and Lead A Jones*  *Lecturer and Assessment Designer M Smith*  *ASM and Moderator J Ducati* | *Design complete 20/03/21*  *Moderation complete 20/04/21*  *Implemented Semester 2*  *Post moderation 20/08/21* |  |
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