The SMART action plan below incorporates five characteristics of a goal; specific, measurable, achievable, relevant and time-based. SMART action plans can be used for evaluation activities including: programme evaluation and planning (PEP), degree monitoring, external moderation, programme review, consistency review and professional accreditation review. The SMART action plans will be appended to the relevant Programme Academic Quality Committee (PAQC) workplan.

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| **Evaluation Type:** |  | **Year of Report:** |  |
| **Programme title:** |  | | | |
| **PAQC name:** |  | | | |

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

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|  | Lightbulb and gear | List | Ruler | Employee badge | Monthly calendar |  |
| ***Action number & Year*** | ***What problem/ issue / recommendation needs addressing?*** | ***What specific actions and specific steps need to be accomplished in order to achieve goal resolution? Is each step achievable and relevant?*** | ***The action will be considered completed/success-ful when...***  ***What measurable outcomes are you expecting to result from your proposed actions at each step?*** | ***Who specifically will be the individual***  ***responsible for monitoring and reporting progress?***  ***Who else will be working on these actions?*** | ***When will steps in progress be reported?*** | ***What specific actions and steps have been achieved against the goal at the reporting date?*** |
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| *Example from a PEP:* | | | | | | |
| *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, AB1009 and AB1110*   * *Add to moderation plan* * *Write assessments* * *Pre-moderate assessments* * *Implement assessments* * *Post-moderate assessments* | *Moderation plan updated*  *Pre-moderation approved*  *New assessments implemented*  *Post-moderation approved*  *Moderation plan updated* | *Lead: A Jones – APM*  *Designer: M Smith –Lecturer*  *Moderator: J Ducati -ASM* | *Design complete 20/03/21*  *Pre-moderation complete 20/04/21*  *Implemented 1214*  *Post moderation 20/08/21* |  |