Defining Project Goals and Objectives

Duration: 2.0 hrs

1. What you will learn
   - Identify the difference between project goals and objectives
   - List and understand the requirements for setting SMART goals and objectives
   - Prepare SMART goals and objectives for projects

2. Define Goals and Objectives
   - Why?
   - What?
   - Who?
   - How?

3. Ask the right questions
   - "What" will the project accomplish?

4. Goals and Objectives - what's the difference?
   - "What" will the project accomplish?
   - Objectives
     - Set of supporting actions to accomplish the broader goal

5. SMART goals and objectives - What are they?
   - "Who" will be doing "what" to "whom"

6. S for Specific
   - What gets measured gets done
   - Number
   - Percent

7. M for Measurable
   - Resource assessed?
   - Limitations assessed?
   - Theoretically possible?

8. A for Achievable
   - Aligned with organisational goals?
   - Would difficulties arise if goal not accomplished?

9. R for Realistic
   - Is the time right?
   - Limitations assessed?
   - Resources available?

10. T for Time Bound
    - "When" will this goal be achieved?
    - Do supporting objectives contain intermediate deadlines?

11. SMART(ER) GOALS
    - Goals provide a framework for objectives
    - To reach your goals you need SMART objectives.

12. Summary of Keypoints
    - Each goal may have one or more SMART objectives.

13. 13 Questions - Matching & Multiple choice
    - What is the right thing to do?
    - Are resources sufficient?

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Course Overview

Defining Project Goals and Objectives

Duration: 2.0 hrs

1 What you will learn
1.1 Identify the difference between project goals and objectives
1.2 List and understand the requirements for setting SMART goals and objectives
1.3 Prepare SMART goals and objectives for projects

2 Define Goals and Objectives
2.1 Identify critical success factors to build a strong project foundation

3 Ask the right questions
3.1 Why?
3.2 What?
3.3 Who?
3.4 How?

4 Goals and Objectives - what's the difference?
4.1 Goals
   4.1.1 "What" will the project accomplish?
4.2 Objectives
   4.2.1 Set of supporting actions to accomplish the broader goal

5 SMART goals and objectives - What are they?

6 S for Specific
6.1 "Who" will be doing "what" to "whom"

7 M for Measurable
7.1 What gets measured gets done
   7.1.1 Number
   7.1.2 Rate
   7.1.3 Percentage of change

8 A for Achievable
8.1 Limitations assessed?
8.2 Resources available?
8.3 Theoretically possible?
8.4 Measurable?

9 R for Realistic
9.1 Aligned with organisational goals?
9.2 Would difficulties arise if goal not accomplished?
9.3 Is the time right?

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10 T for Time Bound
10.1 "When" will this goal be achieved?
10.2 Do supporting objectives contain intermediate deadlines?

11 SMART(ER) GOALS
11.1 Ethical
   11.1.1 What is the right thing to do?
11.2 Resourced
   11.2.1 Are resources sufficient?

12 Summary of Keypoints
12.1 Goals provide a framework for objectives
12.2 To reach your goals you need SMART objectives.
12.3 Each goal may have one or more SMART objectives

13 Quiz
13.1 Identify SMART goals - 13 Questions - Matching & Multiple choice

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