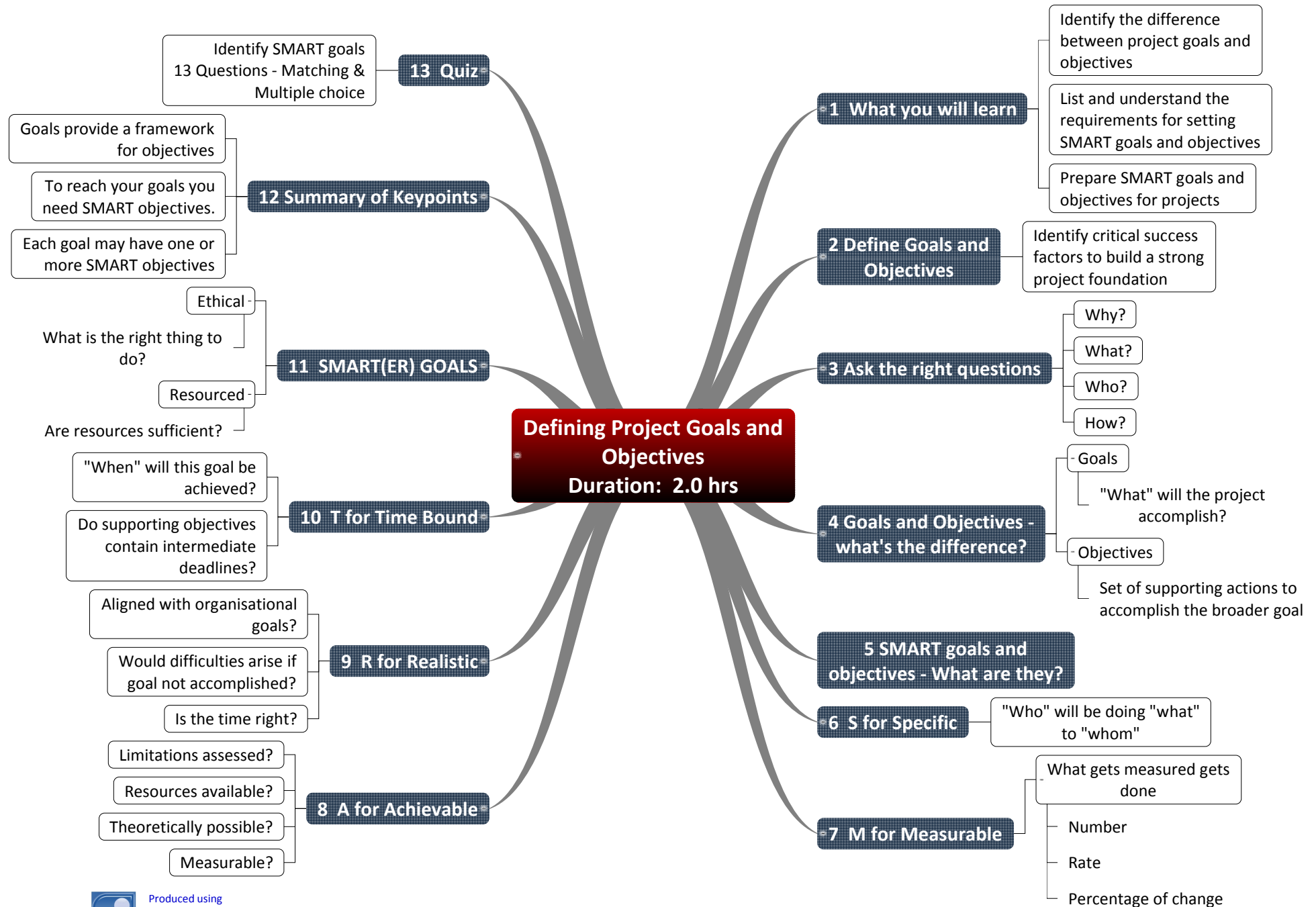


Course Overview



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?

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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