Collaborative Growth Programme

Toolkit:
SMART Objectives

Invest
**Northern
Ireland**

Action Plan for Scoping Study

You will need to complete a SMART Objectives Action Plan for your project and attach it to your online application form. Please follow the guidance below to assist you with developing your objectives; a blank template is available to download

You have brought together your potential collaborators and identified a series of opportunities you wish to investigate and validate via a scoping study. What do you do from here? Here is a 'Smart' objective template to assist you and your collaborators to develop a meaningful plan of action, tasks to be done by who and by when and agree on anticipated outcomes.

Please complete, a Smart Objective plan for your network as part of your application process. This information will also form part of the 'job plan' for your appointed facilitator.

The acronym **SMART** has several slightly different variations, which can be used to provide a more comprehensive definition of goal setting:

S   specific, significant, stretching
M   measurable, meaningful, motivational
A   agreed upon, attainable, achievable, acceptable, action-oriented
R   realistic, relevant, reasonable, rewarding, results-oriented
T   time-based, time-bound, timely, tangible, trackable

Specific	Measurable	Agreed	Realistic	Time-Bound
What is the job to be done? Exactly what is it you want to achieve from your collaborative project and scoping study process? Specific goals should explain the what, why, who, where and when of a goal. If your goal statement/s is/are vague, you will find it hard to achieve because it will be difficult to define success.	You must be able to track progress and measure the result of your goal. A good goal statement answers the question, how much or how many. How will I know when I have achieved my goal?	Your goal must be relevant to the network members and your stakeholders and agreed with them. How can we accomplish this goal. How realistic is the goal, based on other constraints, such as finance, resources, timing, and regulatory, technical and operational limits?	The network goals should be stretching, but realistic and relevant to you, your company, the members and stakeholders. Make sure the actions you need to take to achieve the goals are things within the network members' control. Are the goals achievable?	Goals must have a deadline. A good goal statement will answer the question, when will we achieve the goals which we have set out? Without time limits, it's easy to put goals off and leave them to die. As well as a deadline, it's a good idea to set some short-term milestones along the way to help you measure progress.

Action Plan Nework Name:

Objective 1

Specific– What job do you need done?			
Measurable- Know if the goal is obtainable and how far away completion is.	**Agreed**- Agreement with all the stakeholders what the goals should be. Who should be involved in tackling the objective.	**Realistic**- Within the availability of resources, knowledge and time	**Time-Bound**- By when will you do this?

Objective 2

Specific– What job do you need done?			
Measurable	Agreed	Realistic	Time-Bound

Objective 3

Specific- What job do you need done?			
Measurable	**Agreed**	**Realistic**	**Time-Bound**

Objective 4

Specific- What job do you need done?			
Measurable	**Agreed**	**Realistic**	**Time-Bound**

Objective 5

Specific- What job do you need done?			
Measurable	**Agreed**	**Realistic**	**Time-Bound**