

SMART Goals Template

Basic Information

Department:

Goal Owner:

Time Period:

Last Update:

Goal Statement

SMART Breakdown

Specific

What exactly needs to be accomplished?

Main objective:

Key deliverables:

Team members involved:



Measurable

How will success be measured?

Primary metric:

Target number/percentage:

Current baseline:

Achievable

What resources are needed?

Budget required:

Team resources:

Key dependencies:

Realistic

Can this goal be reasonably achieved?

Current capabilities:

Potential constraints:

Required support:

Time-bound

When can you complete this goal by?

Start date:

End date:

Key milestones:

Quick Notes

Budget required:

Team resources:

Key dependencies:

