

## SMART Goal Planning Worksheet

**Note to Collaboratives:** As you solidify your Collaborative’s plan, you will want to give thought to the resources that will be required to fulfill the plan – especially as it relates to your SMART goals for your priorities. Completing an action planning sheet like the below, will help facilitate your thinking and put together your budget for the subsequent year. This is your best estimate at this point. Every year you will need to plan for the next – this template provides you with a starting point. We would recommend you complete 1 sheet per SMART goal (6 sheets). This level of detail does not need to be included in the plan document published for everyone but you should think through this information prior to implementing your plan.

<b>Priority</b>		
<b>SMART Goal:</b>	[INSERT SMART GOAL STATEMENT HERE]	
<b>Primary Oversight:</b>		
<b>Primary Point Person</b> <i>include role and individual</i>		
<b>Other Key Persons for this Goal</b> <i>include role and individuals</i>		
<b>Key Strategies Related to this Goal</b>		
<b>Key Strategy</b> <i>Include any programs, initiatives, tactics</i>		<b>By When</b>
<b>Key Milestones Related to this Goal</b>		
<b>Key Milestone</b> <i>Includes any participation metrics, benchmarks or key progress check-points related to accomplishing the overall goal</i>		<b>By When</b>

People Required to Accomplish Goal			
Existing Roles Requiring Allocation	Anticipated Time for Goal	Timeframe Needed	Notes
New Roles Required	Anticipated Time for Goal	Timeframe Needed	Notes
Other Financial Investments Required (Non-Staff/Volunteer)			
Investment	Estimated \$\$\$	Timeframe Needed	Notes
Communication Needs			
Audience	Frequency	Vehicle/Means	Notes