[Name of Project/Program] – [Implementation Year]

Please capture only one Goal per page.

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| SMART Goal Statement: |
| How goal aligns with organization’s strategic plan:  |
| Action Steps*What needs to be done in order to achieve this goal?* | Who is Responsible?*Who should take action to complete this step?* | Timeline*Month and year this action step should be completed* | Necessary Resources*What do you need in order to complete this step?* | Result*What will the result be when each of these action steps are successfully completed? Results need to be measurable.* | Budget*What will it actually cost to implement this action step?* | Status/Comments |
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