******SMART Goals for
Project Management
Cheat Sheet**



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| SMART Goals for the Project Initiation Phase |
| SMART goals for the project initiation phase should concern organizing and collecting the information you’ll need to get your project started, as well as making that process simpler for future projects.An example of a SMART goal for the initiation phase is to improve the likelihood of early sponsor approval by submitting a comprehensive project charter within two weeks of each new project’s inception. You can achieve this goal by creating or using a project charter template that includes all the necessary information and then by establishing a system of filling out this information for each project you begin. |

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| SMART Goals for the Project Planning Phase |
| SMART goals for project planning should include comprehensive documentation of the expectations for a project, i.e., timelines, budgets, project scope, and risk management. These expectations should focus on effective planning strategies and should build off of successful projects from the past.An example of a SMART goal for the planning phase is to create a project plan template that you can use in future projects. By doing this, you can perform the following tasks more accurately: anticipate budget needs and timelines, outline project scopes, and identify potential risks. |

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| SMART Goals for the Project Execution Phase |
| SMART goals for project execution should include processes that make it easier for the team to complete its project tasks. Such processes might include creating more detailed project schedules or holding frequent check-ins with the team in order to discover blockers.An example of a SMART goal for the project execution phase is to boost visibility by creating a Gantt project schedule that lists each project task, its owner, and its dependency category. |

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| SMART Goals for the Project Monitoring Phase |
| SMART goals for the project monitoring phase should focus on effective tracking of project progress. Such tracking might include providing regular updates, making proactive changes to procedures, and developing unforeseen-risk management strategies.An example of a SMART goal for the monitoring phase is to establish a weekly project tracking process that checks the accuracy of the project’s timeline and budget and updates project documents to reflect the current reality. |

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| SMART Goals for the Project Closure Phase |
| SMART goals for project closure should focus on evaluating the success or failure of a project, documenting the lessons learned, and ensuring that you’ve organized project data and made it accessible for future reference.An example of a SMART goal for project closure is to hold a lessons learned meeting after the end of each project and document those lessons. By doing this, you make it possible for future teams to reference such lessons when working on similar projects. |

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