



SMART IPM/Goal Examples - Classified

Using the questions to consider for the SMART Method, the below Goal/IPM was revised.

Example: Making changes to current processes to increase efficiency and tracking	
Specific	Assess and update one process that is specific to your role to be more efficient.
Measurable	<p>Given the size of this goal, success will be measured by the following deliverables being met:</p> <ul style="list-style-type: none">• Evaluate one process and identify process inefficiencies by July 31, 2022.• Create an action plan outlining the process, stakeholders, and any applications needed to review/update the process by August 31, 2022.• Review and update process and standard operation procedure and training materials by December 31, 2022.• Share and train updated process and any training materials by January 31, 2023.• Reduction of inefficiencies and/or time will be metric used to evaluate efficiency.
Attainable	<p>In order to achieve this goal by January 31, 2023, the following steps are in place to help you succeed:</p> <ul style="list-style-type: none">• In collaboration with your supervisor, you will work to assess a current process where you see opportunities to increase efficiency and reduce process inefficiencies.• Partnering with stakeholders in the process, you will review the inefficiencies and work to assess any concerns with change in process/and or role for the updated process.• Process mapping tools (Visio) and standard operating procedure guidelines are available to assess and update the new process.• No fiscal cost for equipment needed
Relevant	By accomplishing this goal, we hope to increase efficiency in the work that we do to better serve our customers.
Time-Bound	Final goal due by January 31, 2023.
Final Goal	<p>To better serve our customers and increase efficiency in our processes, please assess and update one process that is specific to your role. Working with your supervisor and stakeholders, you will evaluate a process for inefficiencies and develop an updated process with inefficiencies reduced. This includes updating the standard operation procedure and any training material by January 31, 2023. To accomplish this goal, the following deliverables are required:</p> <ul style="list-style-type: none">• Assess one process and identify process inefficiencies by July 31, 2022.• Create an action plan outlining the process, stakeholders, and any applications needed to review/update the process by August 31, 2022.• Review and update process and standard operation procedure and training materials by December 31, 2022.• Share and train updated process and any training materials by January 31, 2023.• Reduction of inefficiencies and/or time will be metric used to evaluate efficiency.



Example #2

To further advance your skills in professional communication, please complete a training class/module on improving communication skills by _____. To meet this deadline, locate a training class/module on Percipo or from an outside agency by _____. Provide me a copy of the link to the class and/or the curriculum for my approval by _____. Once approved, complete the training, and provide me a copy of your completion certificate within 30 days. To demonstrate your understanding of the skills, please *provide a one-page Word document on/provide me an explanation of* what you learned and how you have utilized the skills in the workplace by_____.

Example #3

Eliminate all FY 22-23 overspending for our team budget accounts by monitoring all expenses accrued in the monthly cycle. During our monthly 1-1 meetings, provide me our team spending spreadsheet displaying each account with current spending totals and future projections of spending. Include any unexpected or accounted expenditures within that monthly cycle and your recommendation on how to reconcile.