

PROJECT MANAGEMENT PLAN

GOALS & OBJECTIVES

PROJECT NAME	NOTES:
EMPLOYEE NAME	
SUPERVISOR NAME	
DATE	

GOAL [Enter goals below]	<i>Goals</i> are high level statements that provide overall context for what the project is trying to achieve, and should align to business goals.
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	SPECIFIC: Who? What? When? Where? Why? Which?
	MEASURABLE: Metrics and milestones. How much? What percentage?
	ACHIEVABLE: Do you have skills and tools to accomplish this objective?
	RELEVANT: Does it fit with overall organizational objectives?
	TIME-BOUND: Intermediate and final deadline

OBJECTIVE 1 [Enter objectives below]	<i>Objectives</i> are lower level statements that describe the specific, tangible products and deliverables that the project will deliver.
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	SPECIFIC: Who? What? When? Where? Why? Which?
	MEASURABLE: Metrics and milestones. How much? What percentage?
	ACHIEVABLE: Do you have skills and tools to accomplish this objective?
	RELEVANT: Does it fit with overall organizational objectives?
	TIME-BOUND: Intermediate and final deadline

OBJECTIVE 2 [Enter objectives below]	<i>Objectives</i> are lower level statements that describe the specific, tangible products and deliverables that the project will deliver.
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	SPECIFIC: Who? What? When? Where? Why? Which?
	MEASURABLE: Metrics and milestones. How much? What percentage?
	ACHIEVABLE: Do you have skills and tools to accomplish this objective?
	RELEVANT: Does it fit with overall organizational objectives?
	TIME-BOUND: Intermediate and final deadline

OBJECTIVE 3 [Enter objectives below]

Objectives are lower level statements that describe the specific, tangible products and deliverables that the project will deliver. [Enter objectives here]

SPECIFIC: Who? What? When? Where? Why? Which?

MEASURABLE: Metrics and milestones. How much? What percentage?

ACHIEVABLE: Do you have skills and tools to accomplish this objective?

RELEVANT: Does it fit with overall organizational objectives?

TIME-BOUND: Intermediate and final deadline

PROJECT MILESTONES

A project milestone marks a significant point in time. You can use milestones in your projects to represent events such as key deliverables received, project kickoff completed, final plan approved, requirements review completed, design approved, project phase completed.

1. **Mark critical tasks:** Tasks that must be completed at a specific time
2. **Highlight the end of a phase or stage:** The end of a phase or stage of a major piece of work
3. **Spotlight a major event or deliverable :** A major event or deliverable.
4. **Focus on hitting goals and key results:** Project goals and key results (KRs)

References

<https://asana.com/resources/project-milestones>

<https://corporatefinanceinstitute.com/resources/knowledge/other/smart-goal/>

<https://www.linkedin.com/learning/improving-employee-performance/creating-appropriate-work-spaces?u=35674036>

<https://www.linkedin.com/learning/performance-management-setting-goals-and-managing-performance/process-considerations?u=35674036>

<https://kidasa.com/defining-project-goals-and-objectives/>