SMART Goal Planning Template

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SMART Goal: After sending the survey out during the week of March 20, 2022 the student will present gathered data to their project supervisor to allow them to use for improving the already exisisting systems.

Current Status: Will be achieved by the first or second week of April 2022

How will success be measured? Success will be measured by sending the survey out and using the survey submission data on presenting problem

Possible Challenges: Some people may not respond to survey in time for the student to complete the project in time

Strategies to Overcome Challenges: Student will prepare for the data to not be available and create a template for project sup. To use after survey have been completed

How will success be celebrated? Success will be celebrated by the project supervisor making adjustments as needed to the already existing program

Action Steps	Person(s) responsible	Timeframe	Objective	How will improvement be tracked?
Student will send out surveys	Student	By week of March 20, 2022 or first week of April	Student will send the survey form to previous internal grant awardees	Success will be monitored by the responses of surveys
Student will gather submitted surveys	Student	After surveys have been submitted	Student will gather all of the surveys submitted by staff and place them in one document	Success will be monitored through the progress of survey submissions
Student will use provided survey submissions to present data	Student	After surveys have been gathered into one document/ towards end of April	Student will use collected data to present the information to project supervisor	Success will be monitored by the o=completion of data presentation

Project supervisor will use data to determine changes or improvements they wish to enact	Project supervisor	After data is presented/ end of the semester and moving forward	Project supervisor will use collected data as a means to improve on their already existing program	Success will be monitored through the implementation of changes from gathered data