Questions to aid SMART goal setting

Specific	Measurable	Achievable	Realistic/Relevant	Time aware
Goal	**Objectives**	**What do I need to achieve?**	**Relevance**	**Timings**
What staff development is required to initiate or improve the use of e-learning within your organisation? What are the training needs of the staff? What resources are currently available for e-learning? What resources are required to help in the cascade plan? What are the implications for the management – cost, allocation?	How will you gather this information? How will you track the information and what it means? How will you know if changes have happened? How will you know it's been successful? What forms of feedback are you planning for?	How will you find this information? What equipment is needed and what needs to be purchased? Do you have all the skills to cascade or do you need assistance? Who will help you?	Does your organisation have an ILT strategy? Where does e-learning fit into the strategy? What has happened already and what is in the plan for the future and where does your cascade plan fit? Why have you planned the goal? What was the purpose?	When are you going to take action? Does each goal have an end date for achievement? Are others aware of the time restraint/structure?