

Program:



Original Key Question	
Situation (Key Facts):	Expected Outcomes:
Complication (Need for Change Now – “burning platform”):	
Refined Key Question	
Statement Checklist: Is your goal SMART? ☐ Specific – Do you state what exactly you’ll achieve? ☐ Measurable – How will you know when your goal is achieved? ☐ Achievable – Is your goal doable within the time-frame given? ☐ Relevant – Is this goal the most important to you right now? ☐ Time-Bound – Is the time in which you expect to achieve the goal defined?	Key Milestones: Success Metrics