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to write smart goals consider the key performance indicators kpis that are specific to your business or project specific define your objectives clearly in detail leaving no room for misinterpretation think of the five w s who what when where and why

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smart is a mnemonic acronym that establishes criteria for ideal goals and objectives in a project smart stands for specific measurable assignable realistic and time related this means that a goal must meet these criteria to be considered a smart goal

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smart is an acronym outlining five essential criteria for setting goals and project objectives the idea is that every project goal must adhere to the smart criteria to be effective therefore when planning a project s objectives each one should be specific the goal should target a specific area of improvement or answer a specific need

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the smart in smart goals stands for specific measurable achievable relevant and time bound defining these parameters as they pertain to your goal helps ensure that your objectives are attainable within a certain time frame

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s m a r t goals are useful because they contain five aspects that help you focus and reevaluate goals as needed this framework can be helpful for any team trying to practice effective project

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a project management report is a document that provides information on the project s progress performance and overall status it serves as a key instrument for projects of all types and is used by key stakeholders including project sponsors top level executives project managers team members

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a project status report is a document that summarizes a project s overall progress against the projected project plan the goal of a project status report is to keep all stakeholders informed of progress to mitigate issues before they arise and to ensure that the project will land within the designated time frame

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