

## Instructions for Completing the Template for Success

1. **SMART Goal:** The foundation in the development of an initiative. SMART goals are defined as:  
S= Specific, M= Measurable, A=Attainable, R=Realistic, T=Timely.

*SMART Goal Example:*

*By June 2011, the TWP expectations for the 2011-2012 school-year will be presented to 100% of participating school administrators. (February 2011)*

Comment [BJ1]: Timely

Comment [BJ2]: Specific/Attainable

Comment [BJ3]: Measurable/Realistic

NOTE OF CAUTION: Do not create too many SMART Goals. SMART goals should be revisited monthly. Include the creation date of your SMART Goal in parenthesis. When you have achieved your SMART Goal highlight it to verify that it has been achieved.

2. **Action Steps**

- Outline the necessary steps to accomplish your SMART Goals

3. **Data Collection**

- Define the data you are collecting
- Explain the means you are using to collect data
- Explain the means of analyzing the data

4. **Outcomes**

- Describe the results of your data collection

5. **Facilitator Responsibility**

- Define who is responsible for specific tasks

6. **Stakeholder Involvement**

- Define the roles of the following if applicable.
  - General Ed teachers
  - Special Ed Teachers
  - Itinerant Staff
  - Paraprofessionals
  - Coaches

7. **Administrative Involvement**

- Indicate the expected level of commitment and support necessary for the initiative
- Principals
- Central Office
- ESD Administration

8. **Other**