

Examples of SMART goals

Financial topics

1. Monitor my cost centre spreadsheet on a monthly basis with regards to expenditures and revenues/fees/ recoveries, as well as deviations of both a positive or negative nature. Oversee the admin assistant in keeping the spreadsheet up-to-date. Produce variance reports as required.
2. Update existing budget sheets on a monthly basis to consolidate salary information from HR and Finance. Address any discrepancies within 10 business days after the end of the month.

Human Resource topics

1. Maintain effective human resource practices by ensuring that the fair hiring process is followed when hiring my new employee; by following the performance management process including career development planning with my direct report; holding bi-weekly meetings; and sharing information with my direct report.
2. Follow good performance management process as outlined in the Performance Management policy and training guidelines by holding annual performance planning sessions with each of my direct reports, by reviewing individual progress throughout the year, and by holding annual performance review meetings with each of my direct reports.
3. By the end of the 2007-08 fiscal year I will work to improve my staff's understanding of the business case for diversity. This will be demonstrated by 100% team participation in the Diversity and Employment Equity training through the Corporate training Calendar.
4. By June 30, 2008 I will work with the PSC diversity team to implement diversity recruitment practices that will increase the diversity of applicant pools by 10%.
5. By May 2008 I will improve my competence to work in cross-cultural situations. This will be demonstrated through my participation in cultural competence training and by planning and hosting 2 community organizations to inform me and my team on issues of importance to their community/culture.
6. Facilitate participation in OH&S activities and committees for my direct reports and ensure they have attended the required OH&S courses for the fiscal year.
7. Develop a departmental safety management plan, which includes financial resources and organizational support, by the end of FY 07-08. The safety plan will have measurable goals and specific outcomes.

8. Ensure that every member of my team has read the Code of Conduct, and promote its message by holding at least one info session for my team each fiscal year.

Project topics

1. Implement new computer software to track justice-related activities, such as summary offense tickets, court scheduling and appearances, remands, etc. by April 1, 2009. Work under the guidance of a steering committee and with subject matter experts to design the system. Include training and user support as part of the project. Use the attached project plan for milestones and deliverables.
2. Create a new business strategy for the department by December 2008 based on the results of the environmental scan undertaken by the strategy team.
3. Develop a framework to include change management practices with all project initiatives coming from the department. The framework should be completed by January 2008 and presented to senior management by March 2008.