

WORKPLACE PROJECT OBJECTIVE(S) WORKSHEET

OBJECTIVES MUST BE S.M.A.R.T.

1. **Specific:** Make sure you state *exactly* what will be accomplished.
2. **Measurable:** Include quantitative statements such as: 95%, 7 out of 10, once a day, or within 20 minutes.
3. **Action-oriented:** Focus on action.
4. **Realistic:** Allow time for personal and professional constraints when choosing a completion date.
5. **Timely:** However, you must aim to complete your project during the semester, well before the date the project paper is due.

HOW DO YOU WRITE YOUR OBJECTIVE?

1. First sentence:

- a. Describe the goal by beginning the sentence with an “action” word (*i.e. - demonstrate, create, develop, etc.*)
 - b. Describe how the goal will be accomplished using the word “by” to connect the two components (*i.e. by making, by gathering, by writing, etc.*)
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2. Second sentence: Tell “who” will evaluate the project and “how” it will be evaluated

(*i.e. – Supervisor to evaluate through examination and use of spread sheet; through examination of responses; through examination of results; by comparing pre-objective data to post objective data.*)

3. Third sentence: Estimate a date you think the project will be completed.

(*i.e.*) - *To be completed by October 22.*)

WRITE YOUR WORKPLACE PROJECT OBJECTIVE BELOW:

NOW THAT YOU HAVE WRITTEN YOUR WORKPLACE PROJECT OBJECTIVE YOU MUST ALSO DO THE FOLLOWING ONCE THE PROJECT HAS BEEN APPROVED BY COC FACULTY:

- Write your objective on Workplace Project Agreement Form
- Meet with your supervisor and COC Faculty for signature and date
- Submit the completed Workplace Project Agreement Form to COC Faculty