

Project Worksheet 2
Goals and Results

What is your group's goal or mission? What are you trying to achieve? Try to write the stated goal in "Missionspeak" (e.g., how is your goal related to the larger mission of the school?)

Is there a desired time line for achieving the goal? (e.g., two months? two-three years?)

What results do you intend to measure or pay attention to? (Percentage of parents at all meetings they are invited to.)

How often will you measure those results? (e.g., every school wide meeting to which parents are invited)

What goals do you have regarding measurement? (e.g., an increase of 5% regular attendance from meeting to meeting with an ultimate goal of 70% attendance)

How long does it take to create or produce what is measured? (e.g., getting the word out regarding parent meetings takes about 1 hour for each week between meetings)

What do you notice about the time-frames for this project? For the target results? For the measurements? For creation/production?

What effect do those time frames have?

When you consider your project, what is the shortest term result you can get and how long will it take to get it?

Shortest –term result:	How long?

What is the longest –term result of your project? How long will it take to achieve that result?

Longest –term result:	How long?

What, if anything, falls in the middle-term.

Middle –term result:	How long?

How much of your routine work is spent on the short-term end of this issue? On the long term?

% short-term:	% long-term?

How would you define short and long term given this project?

Where is the emphasis for you? Where is the emphasis for your colleagues? For the school?
What drives the focus in each case?