

PROJECT OBJECTIVES FORM

Template T-03 · SMART Objectives · Chapter 4: Project Charter and Initiation · radimkaufmann.com

Project Title		Project Code	
Project Manager		Date	
Sponsor		Status	

early defined · M Measurable — quantifiable metric · A Achievable — realistic given constraints · R Relevant — aligned v

#	Objective (SMART)	Success Metric	Target Value	Baseline	Deadline	Owner
1	Reduce complaint resolution time from 5 days to 2 days by Q3 2026	Avg. resolution time (days)	≤ 2 days	5 days	30 Sep 2026	PM / Ops Lead
2	Enter objective here...	What will you measure?	e.g. ≤ 2 days	Current state	DD/MM/YYYY	Name / Role
3	Enter objective here...	What will you measure?	e.g. ≤ 2 days	Current state	DD/MM/YYYY	Name / Role
4	Enter objective here...	What will you measure?	e.g. ≤ 2 days	Current state	DD/MM/YYYY	Name / Role
5	Enter objective here...	What will you measure?	e.g. ≤ 2 days	Current state	DD/MM/YYYY	Name / Role

PROGRESS TRACKING · Update this section at each status review

#	Objective (short)	Review Date	% Complete	Current Status	Trend	Action Required
1				On Track / At Risk / Delayed	↑ ↔ ↓	
2				On Track / At Risk / Delayed	↑ ↔ ↓	
3				On Track / At Risk / Delayed	↑ ↔ ↓	
4				On Track / At Risk / Delayed	↑ ↔ ↓	
5				On Track / At Risk / Delayed	↑ ↔ ↓	

Legend:	High Priority	Medium Priority	Low Priority	On Track	At Risk	Delayed
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with strategy · T Time-bound

Priority	Status
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High	
High / Med / Low	Not Started
High / Med / Low	Not Started
High / Med / Low	Not Started
High / Med / Low	Not Started



Updated By	Notes

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