

## **Name of Unit**

### **Purpose Statement**

The *Name of Unit* (the reason for the existence of this unit).

### **Primary Responsibilities**

1. [There are typically 3-5 primary responsibilities for a unit. Your Purpose statement probably states them or certainly implies what these are.]
- 2.
- 3.
- 4.
- 5.

### **Name of Unit/sub-unit Critical Targets & Goals**

1. [There are typically 3-6. These Goal statements are not the measurables for the unit. They describe the preferred future condition of the critical target. They are stated in the present as if they already exist as conditions we can see and observe. You arrive at these targets by completing an exercise that involves you comparing your Primary Responsibilities with the Critical Targets for the organization. These Goals and Targets may change from time to time, but typically remain the same for 3-5 years or longer.]
- 2.
- 3.
- 4.
- 5.
- 6.

## Unit/sub-unit Goals & Objectives

**Goal #1** [Restate your first Goal Statement here]

### Objectives:

2015-16	2016-17	2017-18 (and possibly beyond)
There should be at least one measureable objective, but could be several more for a Goal.	Place the measureable Objective in the column which corresponds to the year in which you expect to complete the Objective.	This chart must be updated annually. At the very least each column slides to the left annually.
Each Objective must contain a date by which it is to be achieved.	Objectives should not be a list of to-do's! There may be a tendency to describe all the steps. Those do not go here.	Make a separate page like this for each Goal Statement.
Each Objective must be measureable.		Use this Word format when submitting your final copy.
Each Objective must describe what is to be accomplished.		