Adapted from The 2010 User-Friendly Handbook for Project Evaluation, National Science Foundation, Directorate for Education and Human Resources, Division of Research and Learning in Formal and Informal Settings
GOAL AND OBJECTIVE WORKSHEET

1. Briefly describe the purpose of the project.

2. State the above in terms of a general goal.

3. State an objective to be evaluated as clearly as you can.

4. Can this objective be broken down further? Break it down to the smallest unit. It must be clear what specifically you hope to see documented or changed.

5. Is this objective measurable (can indicators and standards be developed for it)? If not, restate it.

6. Using the indicator described above, define the criteria for success.

7. Once you have completed the above steps, go back to #3 and write the next objective. Continue with steps 4, 5, and 6.

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