

ACHIEVING MILESTONES

Create alignment and motivation around reaching important milestones

THE VALUE OF THIS TOOL



Clear goals: Ensure all relevant goals, milestones and objectives are captured



Clear priorities: Create a clear priority structure of the goals and objective for team members



Clear roadmap: Create milestones that are specific, meaningful, measurable and relevant

USE THIS TOOL WHEN

1

Setting goals for a **team**

2

Setting goals for a **project**

3

Implementing a **performance management** system

4

Implementing a **project management** system

THE PROCESS

WHAT

Prioritise what needs to be achieved



See the **Problem Solving** module for more on this

- **Clarify a small set of achievable goals** through analysis, research, brainstorming and filtering

WHY

Give meaning to the goal

- **Provide context** and show how the **goal links** to the direction of the team and company strategic objectives

WHO

Assign one champion to the goal



See the **Roles & Responsibilities** module for more on this

- **Only one champion per goal.** They can delegate tasks to other people, but they are ultimately responsible for its completion.

WHEN

Set a due date for completion of the goal

- **Estimate time for each task** to ensure the goal's due date is reasonable and attainable within your team's capacity.

SUCCESS MEASURE

Choose a metric to measure progress

- Aim for **objective** (can be tracked numerically) **outcomes** (not outputs) that provide a good time-benefit and cost-benefit balance.

TRACK

Monitor progress of the goal over time

- **Regularly update where you are** in relation to your success measure. Using colour is a helpful visual aid in this process.