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

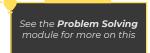
- Setting goals for a team
- 2 Setting goals for a **project**
- Implementing a **performance management** system
- 4 Implementing a **project management** system

ACHIEVING MILESTONES

THE PROCESS

WHAT

Prioritise what needs to be achieved



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



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.