

Project Management, SMART Goals and Action Plans

Project Management

What is project management?

- **Project management** is a way to make plans for a long-term activity, keep track of what you're doing, and keeping your activity going.

What is project management?

- There are many ways that you can learn how to apply project management skills to your own work, including developing SMART goals and creating action plans.

Ways to do project management

- We'll talk in more detail about two project management skills: **SMART goals** and **action plans**.
- People use different methods to manage their projects, but we'll focus on these two today.

SMART Goals

What's a SMART goal, anyway?

The SMART method is a way to help people effectively plan projects and events.

SMART goals are

- **S**pecific,
- **M**easurable,
- **A**chievable
- **R**elevant and
- **T**ime-bound.

Specific goals

- **Specific** goals make it clear what your mission is. What exactly do you want to do? If you don't know what to do, then it's hard to plan. General ideas may be good, but they're harder to work on because they're so broad.



Specific goals

- **It's about having a clear target in mind.** Who do you want to reach? Where are you going to look for resources? What do you want to accomplish?



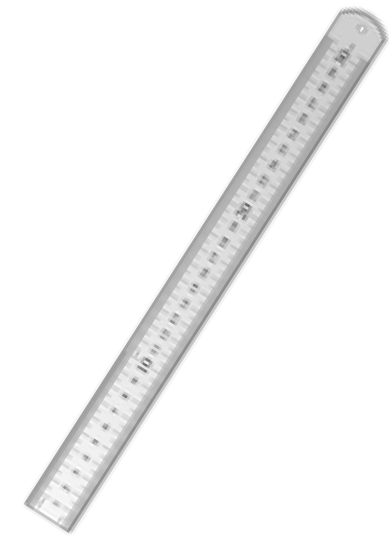
Specific goals: Example

- ‘I want to make sure that people with intellectual disabilities have access to a good education’ isn’t specific. ‘I want to make easy-read materials available in a specific classroom’ is.



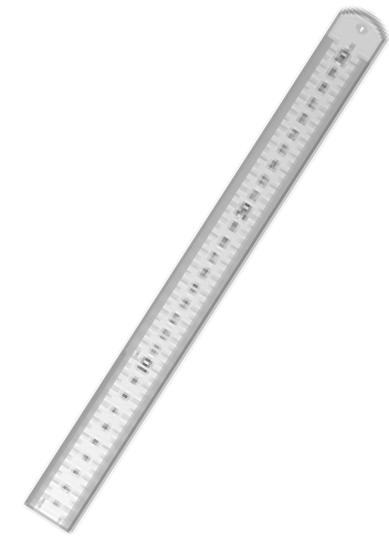
Measurable goals

- You want your goals to be **measurable**.
- One way that you can make your goals measurable is by **creating mini-goals**.



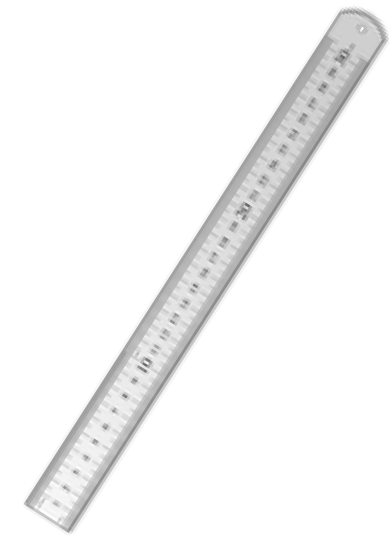
Measurable goals

- Measuring your goals will also remind you of how much you've accomplished throughout your project's planning and implementation phases.



Measurable goals (Example)

- Example: if you want to create a disability lending library in your town, some of your mini-goals could include collecting donations, buying books and setting space for your library. Each of those can be checked off to mark your progress



Achievable goals

- You want to make sure that your goal is something you or your group can achieve. **Is this something you can actually do?**

Achievable goals

- When coming up with goals, think, ‘Do we have the time, resources, people and energy to get this project started?’ If not, can you find those resources in time?

Achievable goals (example)

- Example of a goal that might not be achievable: shutting down a large national group that has said bad things about people with disabilities.
- Example of a goal that might be achievable: asking a local union or university to stop supporting its local chapter of that group.
- Why? Your focus is local and it will be easier to get in touch with the people who matter.

Relevant goals

- **Relevant goals** are goals that are related to what your group is trying to do for the community. You want your project to be connected to what you stand for.

Relevant goals (Example)

- If you're trying to help create easy-read materials for people with intellectual disabilities, then a relevant goal might be learning how to translate more complicated material into simpler language. A less relevant goal would be contacting your governor's office and asking them to sign a bill about health care.

Time-bound goals

- Having **time-bound goals** is important because it can make each step of your project clear, and you'll know when you should have something done.



Time-bound goals (example)

- An example of a time-bound goal is saying that you'd like to have your group's website completed by the end of February.
- An example of a goal that isn't time-bound is saying that you'd like your group's website completed whenever.
- Giving specific times makes it easier to plan for everyone involved.

Scenarios: SMART Goals

- You want to get a local government office to make easy-read documents available for people who need them. What are some SMART ways you can achieve this goal?

Scenarios: SMART Goals

- You want to get your state legislator to support a bill that protects the rights of people with disabilities to raise children. What are some SMART ways you can work for your legislator's support?

Scenarios: SMART Goals

- You want to create a list of resources for adults with disabilities to find services and support. What are some SMART ways you can create this guide?

Action Plans

What is an action plan?

- An action plan is a way of laying out the steps towards completing a project.
- Your action plan will consist of the SMART goals that we talked about earlier.
- When creating an action plan, think of how you're going to make this happen, and the tools you'll need to do that.

Example of an Action Plan

- An action plan can be a list of things you want to accomplish in a certain time frame, and the ways you want to get those things done.
- For example, if you were working on an action plan to convince a legislator to pass a bill, you could write out all the steps you will take to get the legislator to pass a bill, and how you will get each of those steps done.

Example Action Plan (1)

- Get legislator to support a law protecting people with disabilities in healthcare settings
 - Read about your legislator to see what other things they support to see how they may respond (early June)
 - Find out what things they may respond well to (mid-June)
 - Find people/groups/agencies who will also be interested in helping support this law (July/August)

Example Action Plan (2)

- Create a joint statement or letter supporting the passage of the law you want supported (September)
- Contact the legislator and spread the message to other people you know (October)
- Follow up with legislator; arrange meetings (November)

Scenario 2: Action Plans

- You want to get a legislator to support a bill that would protect people with disabilities in healthcare settings. How would you try to get them to support this bill?

Scenario 2: Action Plans

- You're trying to convince your governor to pass a disability rights bill that has passed both your state legislators. The governor is undecided and wants to know how the bill will help people with disabilities. How will you help get them to sign this bill?

Scenario 2: Action Plans

- You were asked to do a training for a local university about disability self-advocacy. How would you plan your training?