

Goal and Contributions Instructions

TAKE 30 MINUTES TO COMPLETE. NUMBERS INDICATE A GOOD SEQUENCE FOR THE WORK.

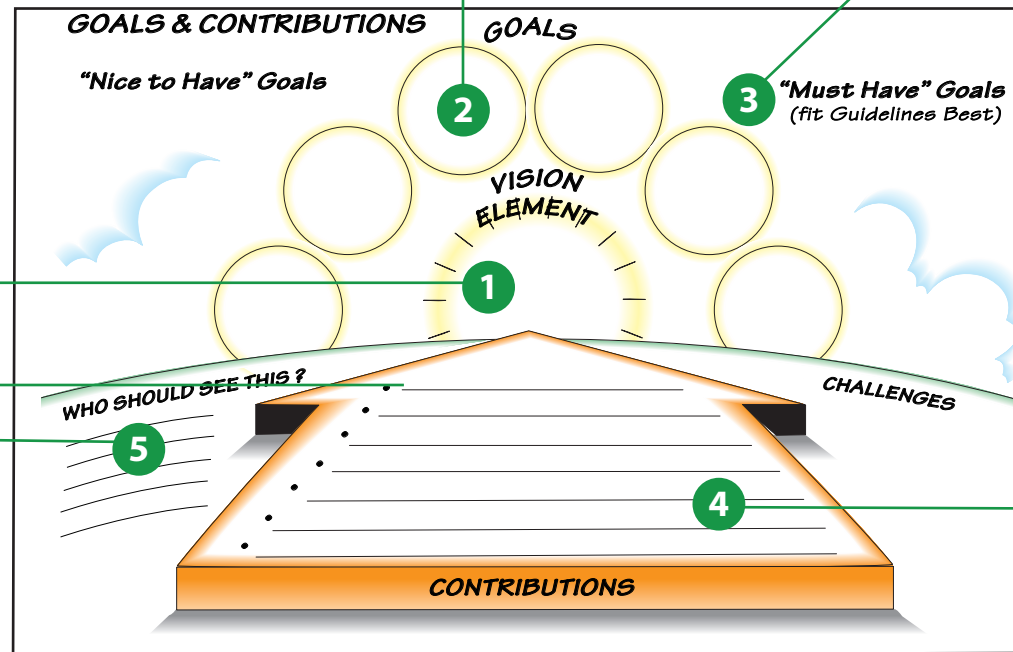
1. VISION ELEMENT:
Write in the headline of the Vision Element you are working on.

5. WHO SHOULD SEE THIS? :
List out what functional units in the University should see this chart and its idea

2. GOALS: Brainstorm goals that you can imagine achieving in two years--by 2018, using sticky notes.

3. SORT GOALS:
Using the Guidelines sheet at your tables for what things are important to be working on--see which goals rate the highest and put them on the "must have" side.

4. CONTRIBUTIONS:
Share ideas of who should contribute what to achieve this goal. Make sure you include your functional unit but think about others as well.



- Write down all goal ideas as they occur on sticky notes. No need to agree at this point.
- Write SMART goals is possible: Specific, Measurable, Actionable, Relevant, and Timebound

- Use the Guidelines to determine which goals are "must haves"--i.e. the ones that best fit the most guidelines.
- If people mention challenges, note them on the right margin.