

Partnering for Performance NH

SMART collaboration

With some minor adjustments, the SMART acronym can be re-purposed to provide a framework for a successful collaborative work effort in any setting.

Questions to Ask!

- **Specific:** Have the project goals and objectives been clearly defined without dictating a single approach? Have participant roles been defined? Have ground rules for conduct been established? How will communications between agencies occur?
- **Measurable:** Are tasks assigned for each objective to indicate progress towards the outcome? Does the project facilitate the use of interim milestones that can signal completion of specific components?
- **Agreed to:** Do participants understand the goal and objectives of the project? Is there consensus on the approach and ground rules? Are all participants committed to completing the work that will be required? Are there opportunities to revisit aspects of the collaboration to address concerns that arise during the project?
- **Realistic:** Is the objective reasonably able to be accomplished within limitations of resources and other demands? Are estimates of the time/resources required for tasks reasonable?
- **Time-bound:** Has a clear timeline for completion been established? Are there regularly scheduled meetings or opportunities to check-in with the group?

Specific



Measurable



Agreed to



Realistic



Time-bound

