**TARGET: WHO IS THE FOCUS OF YOUR GOAL?**Use this checklist to identify which group/s your goal relates to.

|  |  |
| --- | --- |
| **TARGET GROUP** | Tick with solid fill |
| Women |  |
| Aboriginal and Torres Strait Islander peoples |  |
| Multicultural Communities |  |
| Neurodiverse people |  |
| Veterans |  |
| Other (please specify) |  |

**GOAL: WHAT CHANGE/S DOES THE COMPANY WANT TO CREATE?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPLAIN THE GOAL YOU HAVE IN MIND**  [Type your goal here] | | | | |
| **Outline how your goal is:** | | | | |
| **Specific** | **Measurable** | **Achievable** | **Relevant** | **Time-Specific** |
|  |  |  |  |  |

**IMPLICATIONS AND CONSIDERATIONS**Use this table to help you think about your goal, who will be affected, who might be involved and what will be required to achieve the goal.

|  |  |
| --- | --- |
| **QUESTION** | **RESPONSE** |
| Who will benefit from your changes? |  |
| Will management need to be involved? |  |
| Will the goal impact daily operations? |  |
| Which staff need to be involved in the initial stages? |  |
| What information do you need? |  |
| What resources do you need? |  |
| What tools do you need if any? |  |

**RESOURCES (SKILLS, EQUIPMENT, PERSONNEL, ETC)**Record what resources you will need to achieve your goal.

|  |  |
| --- | --- |
| **RESOURCES** | **DETAIL** |
| **Skills** | |
|  |  |
|  |  |
| **Equipment** | |
|  |  |
|  |  |
| **Personnel** | |
|  |  |
|  |  |
| **Funding** | |
|  |  |
|  |  |

**PREPARE**What support does the goal require? Who needs to support the goal and how?

|  |  |  |
| --- | --- | --- |
| **ROLE** | **WHO?** | **TYPE OF BUY-IN NEEDED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EXECUTE**Consider how you will implement any changes and actions necessary to achieve the goal.

|  |  |
| --- | --- |
| **QUESTIONS TO CONSIDER** | **COMMENTS** |
| What support does your organisation need? |  |
| Can your company reach out to other organisations or to an industry body? |  |
| Are regular updates on progress or changes to the timeline being considered? |  |
| Have you sought feedback from others in your organisation on progress? |  |
| Are you gathering evidence on the progressive outcomes? |  |
| Have you established feedback mechanisms to formally ensure feedback is recorded? |  |
| Will the goal and its progress be evaluated? |  |
| How will you ensure a continuous improvement cycle? |  |