SMART Report Template

I) **Program Mission**

II) **Goals/Outcomes**

1. Goal 1
   1. Outcome (required)
   2. Outcome (optional)
   3. Outcome (optional)
2. Goal 2
   1. Outcome (required)
   2. Outcome (optional)
   3. Outcome (Optional)
3. Goal 3
   1. Outcome (required)
   2. Outcome (optional)
   3. Outcome (Optional)

III) **Assessment Plan**

1. Measure(s)
2. Details/description
3. Desired Standard of Achievement/”Target”

IV) **Assessment Findings**

1. Summary of findings
2. Explain your results
3. Was this outcome met? (not met, met, exceeded)

V) **Next Steps**

A. Action item title

B. Action details

C. Implementation plan/timeline

VI) **Closing the Loop (*You always close the loop on the PREVIOUS year, reporting impact of the previous year’s action items. Suggestion, do this first!)***

1. Current status (not started, in progress, completed, not implemented)
2. Explanation and discussion