

# Worksheet: Developing an aim statement

## What are we trying to accomplish?

<b>Specific</b>	<i>What is the specific issue you want to address/improve? What outcome are you seeking? Who is the target population?</i>
<b>Measurable</b>	<i>How will you know you have made an improvement? What impact will you have made? Can you measure it? What is your target? Will there be e.g. an increase or decrease? Observable improvements include Quantity, Quality, Cost, Time. Choose the key measure for your aim statement.</i>
<b>Achievable</b>	<i>Is it do-able, considering any constraints? Who has the necessary skills? Do you have the resources you need?</i>
<b>Relevant</b>	<i>Will it achieve the outcome you are seeking? Is it important and meaningful?</i>
<b>Time-bound</b>	<i>By when? What is the target date for completion? Is now the right time to do this work?</i>
<b>Aim statement</b>	
<b>To make your aim SMARTER</b>	
<b>Engaging</b>	<i>How will this project engage everyone who needs to be involved? What will make it meaningful for others?</i>
<b>Recorded</b>	<i>Have you written your aim down? Think clarity, communication and review</i>