# New Objective Cheat Sheet

Entering a New Objective

1. Click on <Planning> on the *navigation bar* at the top of the page.

2. Click <Create a New Objective> on the Planning Homepage.

3. This will open the **Create/Edit a New Objective** page.

4. Fill in the following data:

   ▪ **Objective Title**

   ▪ **Objective Description** - SMART Object - Specific, Measurable, Attainable, Results-driven, Time-limited

5. Select from the drop-down box:

   ▪ **Planning Unit** – the department that will carry out this objective

   ▪ **Planning Year** – the year the objective will begin – multi-year objectives can be extended into future planning years

   ▪ **Objective Purpose**

   ▪ **Objective Status**

6. Click the <save> icon (blue diskette) at the upper or lower right of the page.

7. You will then navigate to the **Objective Details** page.

8. If you want to add more **planning years** to a multi-year objective, click <Edit Planning Years>; when the new window opens, select additional years, and then save.
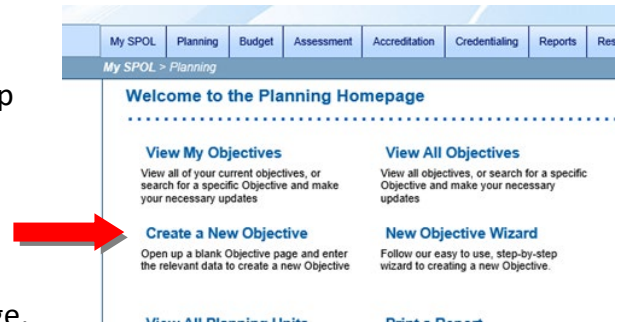
9. Tie your objective to:

   ▪ **Institutional Goals**

   ▪ **Mission Support**

   ▪ **Planning Priorities**
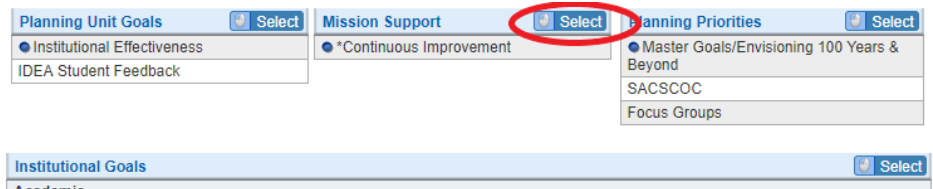
10. To do this, click on the <Edit> button to the right of that data store. When the window opens, select as many items as appropriate (using the check boxes). Select one of these to be the "primary" by clicking the round radio button to the left of the check box. Click <save> to close the window and record your selections.

11. Enter individual records in each of the following areas (use the <Add> button to add a new record; to edit an existing record, either double-click on it or single-click to select and then click <Edit>):

- **Tasks** – the steps you'll follow or strategies you'll employ to achieve the objective (click the drop-downs to add a **due date, priority,** and **status** - use **sort order** to put the tasks in a specific order)

- **Intended Results** – what you want to see happen as a result of a) the objective overall and b) specific tasks (strategies)

- **Assessment Measures** – the tools, methods, and/or data sources you will use determine whether or not you achieved your intended results

- **Units Impacted** – select from the list any other departments who will need to assist you in carrying out this objective

12. Option data you may want to include when *writing a new objective:*

- **Status Reports** – a good place to add any other information that doesn't fit elsewhere

- **Associated Standards** – create a link between this objective and an accreditation standard, if appropriate

- **Document Management** – upload a document with supporting information if desired.

13. **Approve** the objective by clicking <Approve> at the top of the page (planning unit managers only). This takes the objective out of draft mode.