

Foundation Worksheet #5

Set the Goals and Objectives



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Use this worksheet to help you identify exactly what you want an exercise to accomplish. In this worksheet, you will identify your overall goals for the exercise, clarify the intent of these goals, and turn them into clear, concise objectives that will aid in exercise design, delivery, and evaluation. As you discuss and complete this worksheet, you'll want to refer to Foundation Worksheets #1 (Consider Your Needs) and #4 (Define the Exercise Scope). An example from a recent scenario-based workshop is shown for each step.

- 1. Identify your initial goals.** Goals are defined as the general outcomes that you wish to achieve with the exercise.

Example Goal	Develop collaborative water resource management strategies to minimize the potential impact of future droughts.
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Use the table below to record the goals that you wish to achieve. A small discussion-based exercise generally has three to five goals. Fewer are better, so concentrate on key outcomes, limiting the number to what can reasonably addressed during the exercise.

1	<i>Identify goal #1</i>
2	<i>Identify goal #2</i>
3	<i>Identify goal #3</i>
4	<i>Identify goal #4</i>
5	<i>Identify goal #5</i>

2. Clarify the intent of each goal. The intent helps you spell out WHO will do WHAT under which CONDITIONS, and according to what CRITERIA during the exercise. See the example below.

Example Goal	
	Develop collaborative water resource management strategies to minimize the potential impact of future droughts.
Example Clarification	WHO (exercise participants) does the goal address? Key water stakeholders including rural water systems, livestock producers and associations, food processing companies, government agencies, local industries, and others.
	WHAT (activity or function) will participants do to address the goal? Discuss the consequences of water shortages to their operation and identify potential strategies to reduce these consequences.
	What CONDITIONS (setting and time frame) will be used to provide context? A 3-year extreme drought with limited water availability.
	What CRITERIA (measures that show and by when) will be used to determine how well the participants performed? By the end of the workshop.

Using your goals from step 1, complete the following table.

Goal	
	<i>Copy a goal from step 1</i>
Clarify the goal by answering these questions	WHO (exercise participants) does the goal address?
	WHAT (activity or function) will participants do to address the goal?
	What CONDITIONS (setting and time frame) will be used to provide context?
	What CRITERIA (measures that show and by when) will be used to determine how well the participants performed?

3. Write clear, concise objectives. Goals focus on the desired outcomes. Objectives help achieve goals by breaking them down into specific, measurable components.

Example Objective

By the end of the workshop, key water stakeholders will generate lists of the potential drought impacts and relevant mitigation and response strategies that can inform future drought planning efforts.

Review what you have written in step 2 and craft a new statement based on what your answers revealed.

Objective

Write a clear, concise objective corresponding to your goal.

4. Repeat steps 2 and 3 for each initial goal identified in step 1. Print copies of this page as needed.

Goal		<i>Copy a goal from step 1</i>
	WHO (exercise participants) does the goal address?	
	WHAT (activity or function) will participants do to address the goal?	
	What CONDITIONS (setting and time frame) will be used to provide context?	
	What CRITERIA (measures that show and by when) will be used to determine how well the participants performed?	

Objective	<i>Write a clear, concise objective corresponding to your goal.</i>