

OBJECTIVES NEED TO BE “SMART” = (S)pecific – (M)easurable – (A)ttainable – (R)ealistic – (T)imeous

Please complete the section below to ensure that it will pass the “SMART” test

NO	MEASURABLE OBJECTIVE (What do you want to achieve?)	SPECIFIC ACTIVITIES PLANNED (How will you achieve your objective – actions to be taken?)	TARGET GROUP		TIME FRAME (When you want to achieve it - provide a period e.g. 2 weeks, 1 month)	COST (How much will each objective cost to roll out?)							
			SPECIFY WHO IS INCLUDED? (Children, Women, Youth, Disabled, Unemployed and existing f/workers)	HOW MANY PEOPLE will be included?									
1													
2													
3													
4													
5													
6													
7													
8													
				TOTAL:									
Children		Youth		Disabled		Existing F/workers		Unemployed f/workers		Female		Male	

****Provide the projected total figures for each target group as per the planning of project.**

ANNEXURE B: PROJECT BUDGET AND CASH FLOW BREAKDOWN

No	MEASURABLE OBJECTIVE	SPECIFIC ACTIVITIES PLANNED (Activity / Line Item Description)	COST				TOTAL
			QTR 1	QTR 2	QTR 3	QTR 4	
1.							
		SUB-TOTAL:					
2.							
		SUB-TOTAL:					
3.							
		SUB-TOTAL:					

No	OBJECTIVE	SPECIFIC ACTIVITIES PLANNED (Budget Line Item Description)	COST				TOTAL
			QTR 1	QTR 2	QTR 3	QTR 4	
4.							
		SUB-TOTAL:					
5.							
		SUB-TOTAL:					
TOTAL:							

Notes:

Quarters are: (1) April – June, (2) July – September, (3) October – December and (4) January – March.
Add additional lines per objective/line item description, should you so require.