SMART Statement Guide for the PLS Project Implementation

This document provides a step-by-step guideline to help the coordinator formulate a SMART statement for implementing the school-based practical life skills program. The statement will ensure clear objectives and measurable outcomes for the project's success.

Step-by-Step Guide to Formulate the SMART Statement

1. Specific

Clarify exactly what must be achieved. For this project, this includes implementing the practical life skills program, recruiting facilitators, creating courses, enrolling learners, and managing the necessary logistics.

Example: 'Implement a practical life skills program at [school name] by completing all requirements.'

2. Measurable

Define metrics for success:
- How many facilitators will be recruited?
- How many courses will be offered?
- How many learners should attend?

3. Achievable

Set realistic goals based on the school's capacity:

Example: 'Recruit at least …. facilitators, design …. courses, and enroll …. learners.'

4. Relevant

Tie the statement to the broader goals of the project:

Example: 'The program aims to equip students with practical life skills to enhance their development.'

5. Time-Bound

Specify a clear completion date:

Example: 'Achieve these objectives by [end of term or project deadline].'

Example Final SMART Statement

By the end of Term 1, successfully implement a practical life skills program at [school name] by recruiting at least 3 facilitators from the school community, designing and delivering 5 courses each with 8 sessions, and enrolling a minimum of 40 learners, while ensuring compliance with funding, reporting, and communication guidelines.

Next Steps for the Coordinator

1. Break Down of Tasks:
   - Recruit facilitators by [specific date].
   - Develop course content by [specific date].
   - Enroll learners by [specific date].
   - _____
2.
   2. Establish Reporting Milestones:
   - Provide _____ updates to school management and the mentor.

   3. Monitor and Evaluate:
   - Collect feedback from facilitators and learners after each course.



SMART Objective 2025

School :_____

Coordinator:_____

In the space provided below make 5 relevant short statements as applicable to the **PRACTICAL LIFE SKILLS PROGRAM** as it is to be implemented at your school in 2025

Specific
Measurable
Achievable
Relevant
Time-Bound
Now in the space below formulate your full SMART statement

Signed: _____ Date: _____