

# Goals and Objectives Draft Specifications

## Step 4: Goals and Objectives draft (25 points)

**Due Date: To be determined by the group**

Once the group has completed Step 3, it may move on to Step 4, perhaps the most crucial step of this process. Planning is the very essence of problem solving. In developing a draft of the planning section, you should include:

- **The goals** employed within the plan. Goals are the ultimate destination, the desired outcome. Typically, a plan consists of two-to-five mutually exclusive goals that are consistent with the organization's mission statement. For this assignment, each group should follow the prescribed Goals and Objectives Format. (These will be organized differently in the final plan.)
- **The objectives** employed within the plan. Objectives describe *what* needs to be accomplished to achieve the goal. These are not to be confused with strategies, which define *how* one achieves the objectives. Typically, there are multiple objectives outlined under each goal. For this assignment, each group should follow the prescribed Goals and Objectives Format. (These will be organized differently in the final plan.)

The grade received on this assignment will be determined using the following weights:

<b>Goals</b>	<b>10 points</b>
<b>Objectives</b>	<b>10points</b>
<b>Spelling/grammar/clarity of thought</b>	<b>5 points</b>

**Submission guidelines:** The planning section should be digitally submitted in a WORD document to [dguth@ku.edu](mailto:dguth@ku.edu) at or before the assigned deadline.

*Updated January 2, 2017*