

Plan Your Reporting Project: Your Objectives

Key Points

- Create well-defined, measurable objectives for your reporting project. Clear objectives will guide your organization toward achieving its goals.
- It is important to have realistic objectives that can be accomplished in a given timeframe and will result in a report that will be useful to your audience.
- The objectives you establish for your project will become the focus of your evaluation once your project is completed.
- Think ahead about what information you will need to evaluate your project once it is complete.

To learn more, go to [What Are Your Objectives?](#)

Questions and Tasks

- What are you trying to accomplish with your reporting project? List your goals.
Type your response here.
- Do all the key players in the reporting project agree on the goals for the reporting project? Note issues that came up and how they were resolved when the team was deciding on the goals for the project.
Type your response here.
- What will you do to achieve specific goals? Describe the strategies that will move you toward those goals.
Type your response here.
- How can you measure progress toward the goals you have listed?
Type your response here.
- What is the timeframe for completing your reporting project? Can you achieve your objectives within this timeframe?
Type your response here.
- How will you evaluate the progress of your reporting project? Describe the strategy you will use to assess the extent to which the project met its goals.
Type your response here.

- Learn more about how you can [Plan Your Reporting Project](#).
- List [all topics in the Checklist](#).