

# Worksheet: Structuring Objectives and Metrics for Your Roundtable Event

## Section 1: Define Clear Objectives

**Objective:** Ensure that each objective is specific, measurable, achievable, relevant, and time-bound (SMART).

**Instructions:** List your event objectives below. Use the SMART criteria to refine and clarify each objective, ensuring they are well-defined and actionable.

### Questions to Consider:

1. What specific outcomes do we want to achieve?
2. How will we measure the success of these outcomes?
3. Are these objectives achievable with the resources we have?
4. Do these objectives align with our broader mission?
5. What is the timeline for achieving these objectives?

\*As you work through this, if you notice there is not a clear metric for measuring your objective you may either need to be creative in how you may elicit critical information or you may need to rework your objective(s) altogether.

### Example and Non Example:

- **Enhance Knowledge Sharing:** Facilitate an exchange of ideas among participants on a key community issues to enhance mutual understanding and collaborative problem-solving and determine one action step that each participant will commit to within a month. ✓ This is a SMART Objective.
- **Network Building:** Foster connections between participants to encourage ongoing collaboration and support beyond the event. ✗ This is not a SMART objective.

- ☐ Objective 1:
  - ☐ Specific:
  - ☐ Measurable:
  - ☐ Achievable:
  - ☐ Relevant:
  - ☐ Time-bound:
- ☐ Objective 2:
  - ☐ Specific:
  - ☐ Measurable:
  - ☐ Achievable:

- ☐ Relevant:

☐ Time-bound:
- ☐ Objective 3:

☐ Specific:

☐ Measurable:

☐ Achievable:

☐ Relevant:

☐ Time-bound:

## Section 2: Develop Success Metrics

**Objective:** Establish quantifiable indicators to evaluate the success of the event based on its objectives.

**Instructions:** For each objective listed in Section 1, define specific metrics that will be used to assess the event's success.

### Questions to Consider:

1. What indicators will demonstrate progress towards each objective?
2. How will these metrics be collected and analyzed?
3. Who will be responsible for monitoring these metrics?

### Examples:

- **Participant Engagement:** Achieve an engagement rate of at least 80% as measured by active participation in discussions and feedback forms.
- **Knowledge Enhancement:** At least 90% of participants report an increase in understanding of the discussed topics, as measured by pre-event and post-event surveys.
- **Networking Success:** Over 70% of participants establish two or more new professional connections during the event.

- Metric for Objective 1:

● Metric for Objective 2:

● Metric for Objective 3:

### Section 3: Continuous Monitoring and Adjustment

**Objective:** Implement mechanisms to monitor progress toward objectives during the event and make necessary adjustments.

**Instructions:** Outline the strategies and tools you will use to monitor the event in real-time and adjust plans as necessary to ensure the achievement of objectives.

**Actions:**

1. **Real-Time Discussions:** Use the digital roundtables on URPower.org to gauge ongoing participant engagement and satisfaction.
2. **Adjustment Strategies:** Have contingency plans to modify session formats or discussion topics based on real-time feedback or participation levels.

**Questions to Consider:**

1. Who will monitor the digital roundtable for ongoing real-time feedback?
2. How will we decide when adjustments are needed during the event?
3. Who will be responsible for implementing adjustments?
- 4.

- Monitoring Tools:
- Criteria for Adjustments:
- Responsible Persons: