

RICHMOND CITY COUNCIL - SMART GOAL WORKSHEET

Goal Statement	
Specific	Example
What do you want to accomplish?	What: Improve budget allocation process
Why is this goal important?	Why: To better align with community needs and priorities
Who is involved?	Who: City Council and Budget Committee
Where will this goal be achieved?	Where: City Council chambers
Which resources or limits are involved?	Which: Existing financial resources and staff expertise
Measurable:	
How will you measure progress?	Measure progress by: Regular financial reports, community feedback surveys, and performance audits
What indicators will show progress?	Indicators: Percentage of budget requests met, number of community meetings held, and satisfaction ratings from citizens
Achievable:	
How can the goal be accomplished?	Accomplished by: Utilizing budget software for better tracking, training staff on budget management, and engaging community members in the budget planning process
What resources and capabilities are needed?	Resources: Budget software, training sessions, and community outreach programs
Relevant:	
Does this goal align with our mission?	Aligns with mission by: Ensuring fiscal responsibility and transparency, enhancing community trust and participation
Why is this goal important right now?	Important because: Current budget processes are outdated and not fully aligned with community needs
Time-Bound:	
What is the deadline for achieving this goal?	Deadline: End of fiscal year
What milestones can you set to track progress?	Milestones:
	- Q1: Complete staff training on budget software
	- Q2: Hold 3 community budget planning sessions
	- Q3: Review mid-year financial reports and adjust as needed
	- Q4: Conduct final performance audit and community feedback survey

RICHMOND CITY COUNCIL ADVANCE
SMART GOAL WORKSHEET

Goal Statement

Specific

What do you want to accomplish?

What:

Why is this goal important?

Why:

Who is involved?

Who:

Where will this goal be achieved?

Where:

Which resources or limits are involved?

Which:

Measurable:

How will you measure progress?

Measure progress by:

What indicators will show progress?

Indicators:

Achievable:

How can the goal be accomplished?

Accomplished by:

What resources and capabilities are needed?

Resources:

Relevant:

Does this goal align with our mission?

Why is this goal important right now?

Time-Bound:

What is the deadline for achieving this goal?

Deadline:

What milestones can you set to track progress?

Milestones:

- Q1:

- Q2:

- Q3:

SOAR Analysis

Questions

Richmond City Council Advance

July 26, 2024

Strengths:	Opportunities:
<ol style="list-style-type: none"> 1. What are our current strengths in budget management that we can leverage for future fiscal planning? 2. Which legislative initiatives have we successfully implemented, and what factors contributed to their success? 3. How have we effectively engaged with the community, and what are our strongest community relationships? 	<ol style="list-style-type: none"> 1. What opportunities exist for improving our budget processes to better align with community needs and priorities? 2. Are there emerging legislative trends or issues that we can proactively address to benefit our constituents? 3. How can we enhance our community engagement efforts to foster greater trust and collaboration?
Aspirations	Results
<ol style="list-style-type: none"> 1. What are our long-term aspirations for the city's financial health and sustainability, and how can we achieve them? 2. What legislative goals do we aspire to accomplish in the next term, and what steps are needed to reach them? 3. How can we create a more inclusive and participatory approach to community engagement to ensure all voices are heard? 	<ol style="list-style-type: none"> 1. How can we measure the effectiveness of our budget allocations in achieving desired community outcomes? 2. What metrics will we use to evaluate the success of our legislative initiatives and their impact on the community? 3. What specific outcomes do we aim to achieve through enhanced community engagement, and how will we track our progress?

SOAR Analysis Worksheet

Richmond City Council Advance

Note: Prioritize responses

Strengths:	Opportunities:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
Aspirations	Results
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.