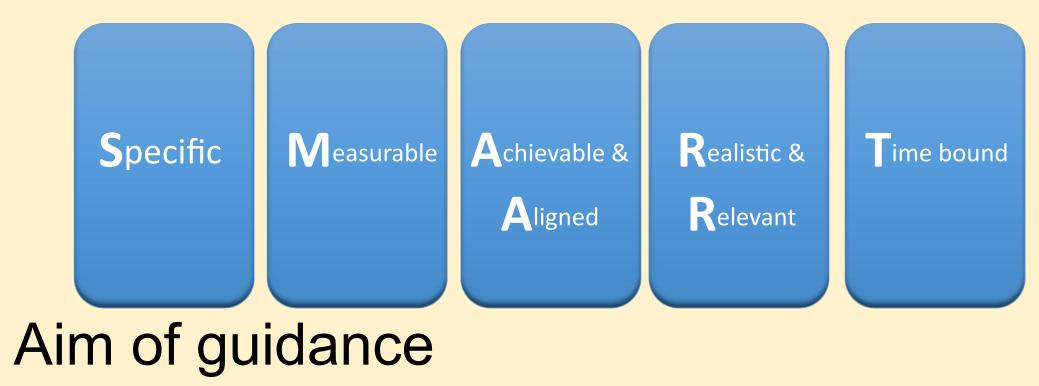# Programme Self-Assessment Report and Quality Improvement Plan (PSAR-QIP)
and
Collaborative Provision Programme Appraisal and Enhancement (CP-PAE)

Setting SMART actions

A Brief Guide

SMART Actions

Specific **M**easurable **A**chievable & **A**ligned **R**ealistic & **R**elevant **T**ime bound

Aim of guidance

- Revisit the purpose of effective action setting

- Provide guidance on how to use SMART to set effective actions
- Provide hints & tips on how to get the best from SMART
- Provide an opportunity to reflect and practise writing SMART actions

What is a smart action/ objective?

A specific result to be achieved within an agreed timeframe and with available resources.

Why do we use action/objective setting?

To focus attention and action

To enhance / Drive performance

Develop skills and capability

SMART
A tool for setting effective objectives / actions

Specific	**M**easurable	**A**chievable **A**ligned	**R**ealistic **R**elevant	**T**ime bound
What will be delivered? What is the required result/outcome?	How will we know this has been achieved?	Can it be achieved? How does it fit with the strategy? Is it a priority?	How does it fit with the 'owner's' role and grade?	What is the target completion date?

Three examples from PSAR-QIP / CP-PAE

1. Staff will work to help students move from level 4 to 5 and level 5 to 6.
2. Programme Leaders to encourage use of UDL where appropriate by tutors/module leaders.
3. Try new teaching approaches.

How SMART?

SMART versions of the examples

Action	By Whom	Deadline
Introduce transition workshops at commencement of level 5 & level 6 to help students understand the change in expectations	Year co-ordinators	31 October 2022
All supporting material for lectures to be uploaded to module Blackboard shells in an editable format 48 hours in advance of teaching sessions	Module lecturers	By end of DMU week 7
Introduce a journal club as a teaching tool to modules XXXX & XXXX	Module leaders	30 January 2023

SMART hints and tips

- Ensure you have a precise description of what will be delivered
- Agree the measure(s) of achievement
- Make actions achievable, yet challenging
- Make sure the achievement of the action is within the owner's control
- Ensure actions are jointly agreed
- Use clear unambiguous language
- Use language which focuses on results
- Encourage owners to support their actions with action plans
- Review progress regularly (and update the QIP / action plan with progress!)
  - Be flexible

Now it's your turn

1. Write a SMART action/objective for yourself or one of your team, or choose one of the examples below and rewrite it as a SMART action/objective:

   - To integrate research into the curriculum

   - Introduce a staff newsletter

   - Enhance the student experience

   - Read relevant university policy on Safeguarding and implement within 20 days

   - Carry on developing research/supervising post graduates

   - Undertake at least 5 teaching observations– aligns with TEF and DMU strategic objectives on learning and teaching. By January.

2. Pair up with another programme leader and critique one another's SMART objectives

   - What aspects of SMART are evident?
   - What would make it even SMARTer?

Further information and contacts

Further guidance on writing SMART actions for your PSAR-QIP can be sought from:

- Your [Faculty Associate Professor Quality (APQ)](#) or equivalent

- Your PMB/SAC Chair

- Your [Faculty Associate Dean Academic (ADA)](#)

SMART action examples are given in the PSAR-QIP template available [here](#) PSAR-

QIP and CP-PAE guidance and supporting documents are available [here](#)

Academic Quality Services contacts:

- Faculty provision: Laura Sanderson, Academic Quality Officer lsanderson@dmu.ac.uk

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This brief guidance is an adaptation from materials originating from the Learning & Organisation Development Consultant. Co-development involved the Learning and Teaching Senior Adviser, the HLS Associate Professor Quality and the Director of Teaching and Learning. Feedback and suggestions for additional content to be sent to lsanderson@dmu.ac.uk