## Goal and Objectives Template

**Instructions:** *Review and adapt the goals and objectives found below, revising them to fit your country plans and become SMART objectives.*

**Tips for writing SMART objectives:**

SMART objectives are important for being able to monitor your progress and success as you implement. Remember that each objective should be:

* **Specific**: The objective should be clear in what you are doing and what you will measure to confirm it has been completed successfully. Make sure not to include multiple actions in one objective.
* **Measurable**: All objectives should be able to be tracked and measured for completion. Ask yourself, how will I determine if this has been achieved?
* **Attainable**: The objective should be something you can achieve within the correct time-frame and with the resources you have available.
* **Relevant**: All objectives listed in this document are relevant to what is hoped to be achieved, if additional objectives are added, it’s important that they remain relevant to preparing for the ECHO trial results.
* **Time-bound**: The objective should include a specific time frame for when it will be achieved.

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### *Goal*

All women have comprehensive, clear, and up-to-date information about contraceptives and any risk of HIV identified through the ECHO trial; feel empowered to make an informed choice; and have access to a range of contraceptive methods.

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### *Objectives*

#### Before the release of ECHO trial results

* Form the ECHO Task Force by May 2019 to guide collaboration and decision-making.

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* Complete the Action Planning Checklist by June 2019 to prepare for ECHO trial results and the actions to take immediately following their release.

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* Finalize scenario planning by outlining key decisions and messages for each possible trial scenario no later than the end of June 2019.

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* Inform key stakeholders about the ECHO trial and its implications for family planning programs by June 2019.

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#### After ECHO trial results are released and before WHO guidelines are released

* Brief journalists with accurate information within one week following the release of ECHO trial results.

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* Update key stakeholders about the ECHO trial results and their implications for family planning within two months.

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* Complete the Action Planning Checklist within two months of the trial results and outline the actions to take (with assistance from WHO statements).

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#### After WHO guidelines are released

* Update national guidelines for family planning providers within six months of the release of WHO guidelines.

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* Disseminate tools and resources to providers and women to support informed choice within three months of updating national guidelines.

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* Increase the number of trained providers who have the capacity to convey information accurately and effectively to their clients within five months of updating national guidelines.

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* Increase the number of women who receive accurate information from a health provider about hormonal contraception and HIV within 12 months of the release of WHO guidelines.

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