Exercise on OVIs, QQT, and SMART

## Description

In the framework of project management, many approaches exist to ensure a good structure and to communicate pinpointed successful ideas.

## Purpose

This exercise introduce the students to Objectively Verifyable Indicators (OVIs), also named Key Perfomance Indicators (KPIs). This approach combines the Quality, Quantity, and Time (QQT) approach and the approach of indicators being SMART.

ave**S**pecific to the objective it is supposed to measure

oney**M**easurable (either quantitatively or qualitatively)

nd**A**vailable / achievable at an acceptable cost

educe**R**elevant to the information needs of managers

ime**T**ime-bound – so we know when we can expect the objective/target to be achieved

## Activities

Take the templates below

## Results

Project specific OVIs are defined in operationally (measurable) terms of QQT and being SMART.

## Further steps

Integrate your OVIs in terms of QQT and SMART into your extended abstract and subsequently into your final paper. Additionally, integrate your findings into your Gantt chart to be attached to your GitLab repository!

## Templates

|  |  |  |
| --- | --- | --- |
| Letter | Criteria meaning | Questions |
| S | specific | What exactly should be reached at the end of the project? |
|  |  | Which properties will be envisaged? |
|  |  | Where the objective should be achieved? |
|  |  | Who is contributing? |
| M | Measurable | Which are the measures to verify success of the project? |
|  |  | How much/many exactly? |
|  |  | When do you know that the objective has been reached? |
| A | appropriate | How is the overall objective motivating? |
|  |  | Does everybody for whom you are doing them accept the objectives? |
|  |  | Will the objectives be directly achieved through this project? |
| R | realistic | Is the desired objective realistically achievable within the remaining time? |
|  |  | Are the chosen hardware, software, data appropriate to achieve the objectives? |
| T | Time bound | Until when (exactly) should the objective have been met? |
|  |  | In which timeframe should the particular objective having been reached? |
|  |  | Can the objective be reached within the given period of time? |

Checklist SMART Objectives

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Short title | Description | Evidence base for having reached the objective | S | M | A | R | T |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |

Objectively Verifiable Indicators (**OVIs**) describe the project’s objectives in operationally measurable terms (quantity, quality, time – or **QQT**).

|  |  |  |
| --- | --- | --- |
| Task Description | Indicator / Result | Source of Verification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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