Performance Standards should be written as SMART Objectives
SMART - Specific, Measurable, Attainable, Realistic and Time Bound

**Functional Proficiency:** Meet XXXX course design and development deliverables in accordance with assigned work plan meeting project plan milestones and scheduled launch date by X DATE.

**Change and Continuous Improvement:** Perform annual online course management for 5 online courses in accordance with online course SOP. Complete annual online course business cases for 5 courses by 31 March. Participate in a project team to update 1 existing course within new Storyline tool annually. Complete IACET packets and ACE course exhibits for 5 assigned courses annually or when ACE review is due.

**Continual Learning:** Attend 1 external training event and provide one example of how new skills were applied to improve course design, development or delivery, OR provide a “teach back” to CIM or create a performance support tool to launch on performance solutions site by 31 May.

**TeamWork:** Provide 2 examples of support to SFMWR team members with mentorship, on-boarding, virtual hosting, classroom delivery, LMS or SCE support by 31 May. Create or maintain two or more partnerships with external stakeholders by 31 May.

**Customer Service:** Develop and publish 2 performance support tools annually. Receive no more than 2 validated customer service reports annually.

**Creativity and Innovation:** Initiate 1 innovation or new method/practice to improve work performance of self, SFMWR staff, and or FMWR workforce.