# PROJECT PLANNING A STEP BY STEP GUIDE(TRANSLATION DRAFT)

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**Specific**

1) Well defined

2) Clear to anyone that has a basic knowledge of the project

**Measurable**

1) Know if the goal is obtainable and how far away completion is

2) Know when it has been achieved

**Agreed Upon**

1) Agreement with all the stakeholders what the goals should be

**Realistic**

1) Within the availability of resources, knowledge and time

**Time Based**

1) Enough time to achieve the goal

2) Not too much time, which can affect project performance

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