**Project Agreement Form**

Adapted from CRM’s *Accountability that Works*

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| **What is the Task?**  What is the task or project of which I am taking ownership? Be specific. What is the goal? |  |
| **Actions I will take to achieve these results:**  Consider…   * Others involved? * Authority needed? * Assistance needed? * Potential roadblocks?   Detail each step. |  |
| **The Results I am accountable for include**:  Consider…   * Level of detail? * Format? * Measures or standards? |  |
| **By When**? What are the checkpoints along the way and what is the deadline? |  |
| **Benefits of successfully completing this task.** |  |