**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.** |  |