**EXHIBIT [Id Letter]**

**TIMELINES AND PERFORMANCE GOALS**

**[program name] program**

**[Entity name]**

# PROGRAM OBJECTIVE:

Objective (usually found in action plan)

# TERMS:

* **Key Deliverable** – The major objectives the Program wants to achieve
* **Key Activity** – The activities necessary to carry out the Key Deliverables.
* **Indicator** – The quantitative method used to demonstrate that the Key Activities have been performed.
* **Source of Verification** – The documentation used to verify that the Indicators have been met, and thus the activities are complete.
* **Target** – The goal for each of the Indicators.
* **Timeline** – The expected completion date or timeframe.

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# PERFORMANCE Indicators & Goals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Deliverable #1** | **Key Activity** | **Indicator** | **Source of Verification** | **Target** | **Timeline** |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

[Description]

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