# Target Update Guide

*Updated February 25, 2026*

This guide explains how to fill out and submit the INL Target update template.

This template is submitted in the Project Update form, submitting using the project update form assumes that this is an end of period of performance target.

The same target value will be applied for every quarterly reporting period within the project's period of performance, regardless of if indicator targets are set to be cumulative or incremental.

Target Update Template - Example

Steps to Update:

1. Navigate to the relevant project overview page
2. Select any reporting period
3. Filter the Reporting period columns to Code, Indicator, and Target



4. Copy all indicators into a fresh Target Update Template
5. Delete Rows that have targets (to avoid adding duplicate targets by date to indicators that already have targets)
   *If you need to change existing project targets it may be faster to request that the DevResults help desk delete the targets for a particular indicator and project, then proceed with submitting a Target Update Template for that indicator.*
6. Submit the Target Update Template in the Project Update form