

The Planning Guide for Developing 4-Year County Plans of Work

County _____ Plan of Work Coordinator _____

Dates/Deadlines	Action Plan	Date Action Completed
February – March	Counties informed of the upcoming 4-year Plan of Work process; Agents notify County Extension Council (CEC) and Program Councils of the upcoming 4-year Plan of Work and their role in the process	_____
March – May	Agents and CEC identify and recruit additional representatives from the general public to engage in needs assessment and program development	_____
March – June	County Extension Council utilizes methods to ensure representation is obtained from all geographic areas and socio-economic groups (e.g., use of membership committee, membership grid, etc.)	_____
April - June	Asst. Directors work with teams of specialists to identify trends within program areas (These could be current “hot topics”, research being conducted, etc.; This information could also include information gathered from previous issues flow process)	_____
June – August	Teams of specialists highlight upcoming trainings, curriculum, and other resources that have been or will be developed around identified trends (Specialists would also note how they plan to measure the effectiveness of proposed resources; This step could also be used to facilitate the Featured Program selection process)	_____

Date Action Completed

Dates/Deadlines

Action Plan

June – August	Agents made aware of identified trends, all resources created and how materials can be used at the county level (Specialists should work with agents to collaborate on projects and develop ways to measure success of programs associated with POW)	<hr/>
September	District staff meetings include review of and training on program development/POW process; District Directors discuss the role of County Extension Councils and Program Councils in the POW process (Training materials are available on Program & Staff Development website)	<hr/>
October – November	Agents share trends/issues identified by specialists with Program Councils and CEC (This information will serve in guiding the situation analysis discussions); County Extension Councils engage in situation analysis by: <ul style="list-style-type: none">- Meeting with agents to identify program opportunities (What does the data reveal? What is needed? Where are the gaps?)- Assist in collecting additional data/conducting needs assessment- Set priorities in determining what issues should be addressed	<hr/>
November – January	County Extension Council and Program Councils meet to discuss emerging issues and needs (those not formerly identified) as well as those past issues that may not have been addressed previously; Those issues arising at the local level that are not labeled as state trends are vetted through an issues flow process: <ul style="list-style-type: none">- Issues not considered state trends, but deemed important are identified by the CECs- Issues from counties are compiled and grouped by program area by agents in each county- District meetings/Leader Forums held – counties will send CEC members representing each program area; Issues are prioritized within each program area- Issues (those arising from the local level and discussed at the district meetings) are submitted to District Directors- District Directors submit issues to Asst. Director for County Programs	<hr/>

Date Action Completed

Dates/Deadlines

Action Plan

February – March

Process of discussing those emerging needs and past issues that may not have received adequate attention continues:

- Local county issues (those discussed at the Fall district meetings) are reviewed and prioritized as potential statewide initiatives by State Extension Council and Program Advisory groups
- Teams of specialists assess the presented issues and provide information about existing resources (new materials would be developed, if needed)
- Extension Program Coordinators are available to assist teams of specialists in facilitating the process of prioritizing additional issues/resources
- Existing resources will be made available to agents, county and State Extension Councils by spring of each year (prior to the deadline for updates to the POW)
- Agents are responsible for informing CEC and clientele of resources made available to address specific issues

February -April

County Extension Councils continue meeting to review data that has been identified as current trends/issues by specialists, as well as additional needs that were collected from all program councils; Set program priorities to determine what issues will be the county’s focus areas; Identify these issues as Major Areas of Programming (MAPs)

April – May

Developing the Plan of Work *

- Agents write the POW (Connect programs and activities to MAPS; Determine what will be developed and addressed over the course of the 4-year plan)
- Include a marketing plan for the POW (consider ways to involve CEC in helping promote programs, getting the word out, hosting an advertising campaign on radio, in newspapers)

Continuous
(Information due as part of POW updates each year)

***Evaluation of the Plan of Work**

As agents are writing the POW, it is critical to consider how each component (programs, activities) will be evaluated. This is an ongoing process that should occur from beginning to end. However, specific tasks should take place at or near the end of each year/POW cycle. The following are a few key things agents (and CEC) should consider when meeting to plan for annual updates:

- Highlight impact/results, effectiveness of programs and activities
- Determine any adaptations needed for upcoming year
- Communicate results to stakeholders (clientele, councils, advisory groups)

Dates/Deadlines	Action Plan	Date Action Completed
April 15	Begin entering MAP information in Plan of Work template in KERS	<hr/>
May 1	Draft of County Plan of Work submitted to District Director for review	<hr/>
June 15	Final copy of Plan of Work approved by District Director	<hr/>
June 30	Deadline to submit 4-Year Plan of Work into KERS	<hr/>