

Plan of Work Development Inventory for a 4-Year POW

Every four years when we develop a new 4 Year Plan of Work we ask counties to conduct an expanded community needs assessment and go through an in-depth program development process with their communities and leadership. In years 2, 3 and 4 of this plan, counties conduct annual reviews and updates. As we progress through the year, there are various benchmarks that counties should accomplish which signify they are successfully completing the tasks.

Use the following checklist to confirm your progress as you begin the development of a new 4-year Plan of Work. If you review the checklist monthly, you should see your county team making progress as your “**No**” turns into a “**Yes**.” By July 1 of the first year of the plan, the checklist should be complete with a checklist full of “**Yes**’s.”

Yes No

- 1. Did the County Extension Council (CEC) review their membership to determine if race, age, gender, socio-economic groups, geographic representation as well as education, business, industry, civic, religious, and other grassroots organizations were represented on the CEC?
- 2. Are program advisory councils adequately represented on the CEC?
- 3. Have you done programming training with your advisory groups (i.e., CEC and program advisory councils)?
- 4. Have you recruited additional representatives directly from the general public (collaborators, potential clientele groups, and the community-at-large) to engage in needs assessment and program development?
- 5. Have you (agents) gathered and shared situational data with your CEC to stimulate discussion for the Plan of Work process?
- 6. Did your CEC make plans for gathering additional information and situational data related to your county needs?



- 7. Did both professional staff and volunteers use a variety of methods to gain resident perspectives to expose or verify issues affecting your county?
- 8. Has your CEC sought input directly from your program councils?
- 9. Did your CEC conduct a rigorous dialogue to discuss the information that was gathered to help describe the situations/conditions in your community?
- 10. Did your CEC develop an initial list of programming opportunities taken from the dialogue conducted to discuss community situations/conditions?
- 11. Did your CEC develop a list of criteria based on relative needs and resources available to use in prioritizing issues and situations they identified?
- 12. Did your CEC use the list of criteria to effectively prioritize issues and situations?
- 13. Did your CEC form committees (MAP committees, work groups or task forces) to develop the activities and programs to address the priority issues?
- 14. Did your CEC committees establish an evaluation plan for collecting evidence of the outcomes of the program, as well as the effectiveness of the program activities themselves? (process and outcome evaluations)
- 15. Did your CEC committees discuss ways to communicate the outcomes of programs to stakeholders?

SCORE YOUR COUNTY PLAN OF WORK PROGRESS:

“Walking on Water” 16-17 correct answers

“Staying Afloat” 12-15 correct answers

“Sinking Fast” 9-11 correct answers

“Down and Drowning” ≥ 9 correct answers