

Program Planning, Implementation and Evaluation Process

Important Dates

Actions Required

Program Year

January 1 – December 31

Agents and Specialists implement individual plans to invest and Work Team (WT) Plans of Work (POW). Collect input, output, outcome, and success story information for system reporting.

Agents and Specialists input contacts and time and effort information into COERS quarterly:

- First quarter information by April 15
- Second quarter information by July 15
- Third quarter information by October 15
- Fourth quarter information by January 15

Plans to Invest

January 15

Individual Plans to Invest are due to WT leader and immediate supervisor.

Work Team POWS

July 1

POWs must be updated annually by the WT. July 1 is the deadline for updates. Updated POWs are reviewed by the CCA leader and then forwarded to PLT. POWs will be posted on the WT web page and the date of last revision noted.

Proposals for new WTs can be submitted at any time. The process is initiated by submitting a draft POW to the leader of the CCA where the proposed team feels it would best fit.

WT Funding

July 1

To qualify for annual work team funding:

- The WT must annually update their POW by July 1. A WT submitting a POW after the update deadline will be eligible for half funding.

Individual Contribution

Reports (agents & specialists)

December 31

Individual contribution reports are due to WT leaders and immediate supervisors by December 31. Individual reports include information on local outputs, outcomes and successes for the program year. Individual contribution reports will be used by work team leaders in developing the team's consolidated report and can also be used as supporting documentation for the performance appraisal process. Go to the work team web page at <http://www.ext.colostate.edu/staffres/program/cca.html>, and click on your specific work team to find the appropriate contribution report form to use.

WT Consolidated Reports

February 7

WT reports for the prior program year are due to the appropriate CCA leader and the Asst Director of Operations by February 7. Team reports are used to complete the federal report, used by the marketing team for impact statements, the annual Extension report to stakeholders and marketing and story information and by the organization to represent our accomplishments. Annual WT reports are also posted to the WT's web page. A WT not submitting a timely report will be re-evaluated by PLT for continuation and may not be eligible for funding.