

Primary Components of a Plan of Work (POW) for CSU Extension

Every Plan of Work is composed of several sections. Each section aims to answer specific questions

1. Name of Program of Work

- Who is leading this work?
- What is a brief description of the planned program?
- How long has this program been in existence, and how long will it continue?
- What is the funding for this program?
- What knowledge areas are associated with this work?

2. Situation/Statement

- Why is the program needed?
 - What local, regional or statewide stakeholder input and/or needs assessments support this work?
 - How important and/or timely is this issue?
- What trend in the State makes this an issue?
- What experience/knowledge does the community/region/state bring to address the issue?
- What relevant research and expertise is available from CSU, Extension, and the Land Grant system?
- Who are possible partners and collaborators?
- Is anyone else addressing this issue?

3. Assumptions

- What do we know from research, best practices, past experience and/or common sense?
- Are there inaccurate or overlooked assumptions could be a reason that this program may not achieve the expected level of success?

4. Ultimate Program Goal(s)

- What will change as a result of this work?

5. Inputs (Resources Needed)

- Types and amounts of fiscal resources?
- Human resources?
- Local inputs?
- Grants?
- Office of Sponsored Programs' support?

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6. Outputs (Activities)

- What are the planned actions and activities?
- What method(s) will be used?
- Who are the partners/collaborators? Are they internal and/or external to Extension and CSU?
- What are the target numbers for events, publications, etc. that will document our efforts?

7. Outputs (Participants)

- Who will be affected by Extension's efforts?
- How will this program reach new/diverse/underserved groups/individuals?
- What are our target numbers for direct/indirect contacts with adults and/or youth?

8. Impacts/Outcomes

- What specific changes will participants make as a result of this work?
- What are the intended immediate (learning) outcomes?
- What are the intended short/medium (action) outcomes?
- What are the intended long-term (condition) outcomes?
- What are the indicators that will document our success?

9. External Factors

- What factors outside of our influence or control might affect the outcome of this program?

10. Evaluation Strategy

- How and when will evaluation be conducted?
- What types of evaluation tools will be used?
- Will the protocol need to be reviewed by the RICRO Internal Review Board?