

Introduction to Plan of Work

A template is provided to assist Work Teams in developing their team's Plan of Work (POW). Use of the template is required to ensure that the necessary components of a POW are addressed. It is important that plans are developed using the Logic Model. Those unfamiliar with Logic Model planning can refer to the program planning resources located at <http://www.ext.colostate.edu/staffres/program/logic.html> . These resources provide an explanation of Logic Model terminology, examples of the different Logic Model components and additional information on evaluating Extension programs.

Work teams must have a current POW. To be current, POWs must have been reviewed or updated within the previous 12 months. Current POWs are posted on the Programming and Reporting web page at: <http://www.ext.colostate.edu/staffres/cca.html>. New work team POWs or POW updates can be submitted at anytime. New POWs must be submitted to the Program Leadership Team (PLT) for review and approval prior to posting on the website. POW updates must be reviewed by the appropriate Program Area (PA) leadership prior to posting to the Extension website.

Current POWs are used by team members, specialists, the marketing team and Extension administration. POW Situation Statements and Program Goals provide our public with valuable information about why our program resources are used as they are, and towards what end. The program impacts/outcomes specify how our programs will make a difference for Coloradoans, their families and their communities. The activities and evaluation strategies keep team members and others in Extension informed of the programs, materials and tools available to implement programs and affect change in our audiences.

Plans of Work are to be reviewed and updated annually by July 1. This allows staff to write their individual Plans to Invest to work with the most up-to-date materials available. Individual work team Contribution Reports can be updated as program outcome measures are updated.

If you have questions regarding the POW template, the POW process or Logic Model, please contact your Regional Director or your PA leader for assistance.