



ANNUAL PLAN OF WORK GUIDELINES

The purpose of an annual planning process is to encourage Extension professionals to pause in their effort to “do good work” to review and, if needed, refocus their programs so they will result in positive impacts. Great effort goes into Extension programming; human and financial resources are expended. Therefore, Extension professionals must be able to answer the “so what” question when they report their accomplishments.

Thoughtful planning of projects including consideration of community/clientele needs and inclusion of affected audiences, appropriate choice of teaching/facilitating techniques, and relevant, rigorous methods of evaluating programs will lead to proof of relevance of Extension programs.

WSU Extension has chosen the logic model as the tool for planning. In addition, many funders have adopted the logic model as a basis for their grant proposals. Furthermore, the WSU reporting system (WORQS) requires Extension users to report their programming impacts using the logic model. Therefore, it only makes sense for the WSU Extension planning process to be based on the logic model as well.

Expectations for Developing a Program Plan of Work for Calendar Year 2008

All WSU Extension faculty and administrative professionals at the county/multi-county, regional, or statewide level that are responsible for extension programming and directors of grant-funded extension programs are expected to create plans of work. Plans will be created for each **major project**. A **major project** is defined as one that requires significant effort and time commitment. These projects should be directly related to the goals and initiatives described in the WSU Extension Strategic Framework. County Directors, Department Chairs and/or team leaders may request that faculty/staff share their plans to facilitate coordination of program efforts within counties or within teams. **Plans of Work for 2008 must be submitted to your County Director and District Director or Department Chair along with your WORQS summary report, vitae, and position description as outlined in the instructions for annual review.** The quality of your plan for the coming year will be examined during the annual review session. Following the review, each Plan of Work will be forwarded to the Extension Dean and Director’s office.

The template located at <http://ext.wsu.edu/admin/> (Located in Required Reports section) must be used to develop your annual Plan of Work. Categories are the same as those required for the WORQS reporting system. Use a separate Plan of Work Template for each of the major projects that you plan.

Useful Definitions:

- Program – A coordinated approach to exploring a specific area related to the goals/initiatives of WSU Extension
- Project – particular investigative or developmental activity within the program
- Activity – a specific event within a project
