

The Planning Guide for Developing Four-Year County Plans of Work 2020-2024

Dates/ Deadlines	Action Plan
June - July 2019	Program area teams (assistant directors, specialists) work together to: <ul style="list-style-type: none">- Review state community needs assessment data to determine how to help counties address top priority issues and discussion themes- Offer potential resources to agents (existing & developing) including in-service trainings, evaluation materials, program indicators, etc.
July – August 2019	Specialists make agents aware of major programs (new & those currently being used), all available resources and how materials can be used at the county level
September 2019	Assistant Directors provide the following deliverables to District Directors and Program & Staff Development: <ul style="list-style-type: none">- Title of each major program (along with potential goals/objectives)- List of projects, trainings, curricula, or evaluation tools aligned with major program District staff meetings include review of program development/ POW process; District Directors discuss (with agents) the role of County Extension Councils and Program Councils in the POW process
October – December 2019	Agents share major program initiatives identified by Assistant Directors/specialists with Program Councils to help further guide the situation analysis discussions that includes: <ul style="list-style-type: none">- Identifying program opportunities (What is needed? Where are the gaps?)- Collecting additional data (only if data aside from the community assessment is necessary) and discuss any emerging issues

Dates/ Deadlines

Action Plan

January 2020	Those issues arising at the local level are vetted through an issues flow process: <ul style="list-style-type: none">- Top priority issues and discussion themes identified through the community needs assessment are reviewed and compiled by program areas (i.e., agents) in each county- Issues are prioritized within program areas by agents and program councils- Top Priority Issues are submitted to County Extension Councils- County Extension Councils work with agents to determine what programs will be included in the county POW (to address priority issues)
February – 2020	Agents discuss county POW to determine which programs will be incorporated as joint efforts (with joint efforts being prioritized as county-wide programs) State teams (Asst. Directors, specialists) finalize existing and newly developed resources and submit to Program & Staff Development (March 1)
March 2020	County Extension Councils continue setting program priorities to help determine what major programs will be the county's focus areas
April – May 2020	Developing the Plan of Work <ul style="list-style-type: none">- Agents write the POW (Connect programs and activities to MAPS; Determine what will be developed and addressed over the course of the 4-year plan)- Include a marketing plan for the POW (consider ways to involve CEC in helping promote programs, getting the word out, hosting an advertising campaign on radio, in newspapers)- Maximize the number of joint programs while minimizing the number of individual (agent) program plans- Begin entering MAP and Program Plan information in KERS Plan of Work template
May 1, 2020	Draft of County Plan of Work submitted to District Director for review
June 15, 2020	Final copy of Plan of Work approved by District Director
June 30, 2020	Deadline to submit 4-Year Plan of Work into KERS