

Planning Guide for Developing New County Plans of Work (2024-2025)

County _____ Plan of Work Coordinator _____

Dates/Deadlines	Action Plan	Date Action Completed
February – April 2024	Counties informed of the upcoming Plan of Work process. Agents notify County Extension Council (CEC) and program councils of the upcoming Plan of Work cycle and their role in the process.	_____
February – May 2024	Agents and County Extension Council review membership to ensure inclusive representation (all geographic areas, socio-economic groups, demographic diversity, etc.)	_____
February 2024	State Extension Advisory Council meets, reviews preliminary Community Assessment Data overview and program area trends, then shares initial feedback.	_____
April 2024	Training webinars for the Extension Community Assessment data dashboard. Counties gain access, have opportunity to review data, and begin discussions with CECs.	_____
Summer - Fall 2024	Agents list community partners and others beyond program advisory councils and CEC to share assessment data and garner input on local needs.	_____
Summer - Fall 2024	Program Leaders/Specialists begin development of logic models and other materials for counties to use in the plan of work development process.	_____
Summer 2024	Resources developed to aid agents in sharing assessment data with program advisory councils and CECs and to facilitate prioritization discussions.	_____
July 2024	State Extension Advisory Council meeting includes updates and next steps in the plan of work development process.	_____



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August - September 2024	County staff meetings include review of and training on program development and next steps in the plan of work process. Area Extension Directors discuss the role of County Extension Councils and Program Councils in the POW process. (Training materials to be available via Extension website.)	
September 2024	State-level situation statements and logic model overviews shared with agents.	
September – November 2024	Agents share Extension Community Assessment results and secondary data with Program Councils and CEC to facilitate local needs/issues discussions. County-level priority issues are identified.	
January – March 2025	Counties determine local priorities and draft county situation statements to each priority to be addressed in the plan of work.	
March 2025	State level logic models are shared with counties for use in plan of work development.	
March – April 2025	County Extension Councils review local priorities and offer input for programs and activities to include in the plan of work.	
March 12, 2025	County Plan of Work templates open in KERS.	
April – June 2025	<p>Developing the Plan of Work</p> <ul style="list-style-type: none"> • Agents finalize the county plan of work. • Marketing plans developed for the POW (consider ways to involve CEC in helping promote programs, getting the word out, hosting an advertising campaign on radio, in newspapers, effectively utilizing social media, etc.) 	
May 1, 2025	Draft of County Plan of Work entered and ready for Area Extension Director review.	
June 15, 2025	Final copy of Plan of Work approved by Area Extension Director.	
June 30, 2025	Deadline to finalize Plan of Work in KERS.	

Ongoing Tasks/Annual Deadlines		
Dates/Deadlines	Action Plan	Date Action Completed
Continuous (Information due as part of POW updates each year)	Evaluation of the Plan of Work As agents are writing the POW, it is critical to consider how each component (programs, activities) will be evaluated. This is an ongoing process that should occur from beginning to end. However, specific tasks should take place at or near the end of each year/POW cycle. The following are a few key things agents (and CEC) should consider when meeting to plan for annual updates: <ul style="list-style-type: none"> - Highlight impact/results, effectiveness of programs and activities - Determine any adaptations needed for upcoming year Communicate results to stakeholders (clientele, councils, advisory groups)	
Annually by March 1	County Report to the People Each year as the county report to the people is developed, review impact and outcome data for each county priority and connect content in the report to the people to the plan of work.	
Annually by February	Program leaders coordinate the process of providing new or revised state-level resources for reference and use by counties in the annual review and updating of their county plan of work. Priority indicators are updated prior to April 1 st each year.	
Annually March – April	Counties review plan of work with advisory councils and CEC, discuss new and emerging issues, and outline updates for the plan of work.	
Annually April - June	The Plan of Work template opens in KERS annually on April 1 st . Counties will enter updates by mid-May for AED review. Changes must be finalized and approved by June 30 th .	