

STATEWIDE PLAN OF ACTION GUIDELINES FOR PRIORITY WORK GROUPS

[Download Template](#)

Note: The guidelines below are intended only to describe the content of each section of a Plan of Action. To create a team Plan of Action using this format/structure, please download the template at the link above.

SITUATION

- What problem are you trying to solve?
- Why is Extension working on this problem rather than or in addition to other entities? What is the unique role we serve in addressing this problem?
- Who is the target or primary audience for your programs?
- Do you have any partners/collaborators or contract/grant assistance with your programs?
- What challenges or opportunities exist?

PROGRAM OBJECTIVES

- What do you intend the participants will know, think or do because of completing the program?
- Objectives should be client-centered and SMART. (See EDIS pub, “Get SMART: Improve Your Extension Objectives” at <http://edis.ifas.ufl.edu/fy1327>)
- Develop objectives that align with short-term (knowledge, skill, attitude, or aspirational changes), medium-term (behavior change), and long-term (social, environmental, economic) outcomes. Group objectives by type of outcome (short-, medium-, long-term).
- For each objective, identify whether the objective has an associated Workload indicator.
- The full list of all Workload indicators can be found online at <http://pdec.ifas.ufl.edu/workload/IndicatorsByPWG.xlsx>

EDUCATIONAL METHODS OR ACTIVITIES

Inputs

- Start with a brief summary of inputs (**what we invest**) (volunteers, staff, grants, partners, etc.).
- Are there other topics that will be taught by faculty from another initiative work group or college outside of UF/IFAS or FAMU?

Outputs

- Summarize outputs (**what we do, who we reach**).
- Include a narrative to summarize educational methods and activities.
- What topics and subject matter will you cover?
- What delivery methods and activities will you use to teach program participants - classroom enrichment, clinics, consultations, demonstrations and field trials, facilitating groups, fairs and exhibits, field days, day camps, residential camps, videoconferencing workshops, webinars or other online tools, etc.?
- Do participants receive a certificate, Continuing Education Units (CEUs), or something similar?
- What is your target audience?
- What methods are you using to specifically reach underserved and underrepresented clientele?

Note: For long- or medium-term objectives, may be easiest to refer back to the appropriate short-term objectives for a description of Educational Methods and Activities.

EVALUATION

Evaluation methods/tools

- What evaluation methods/tools will you use (pre/post-tests, reflective surveys, demonstrations, etc.)? Provide sample evaluation questions.
 - Is there a statewide evaluation plan in place? If not, is there one in progress?
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OUTCOMES AND IMPACTS

Expected Outcomes

- Provide sample statewide outcome statements or tables – include actual wording and where to plug in data
- Outcomes are the number of people (percentage) of the audience which have documented customer satisfaction, knowledge gained, attitude and skills acquired, practice or behavior changes. For practice or behavior changes, provide a list of practices/behaviors that can be taught and evaluated. Outcomes would specify the number and percentage of the audience adopting each practice/behavior.

Statewide Impact Statement(s)

- What are the impacts of this program? Specifically, what are the economic, environmental and/or social conditions caused by the program outcomes? Use data from the literature or from a specialist. Impacts can include science-based calculations.
 - Impacts should answer the question – “so what?” This should tie back into the problem/issues identified in your situation statement.
 - What difference will this program make in the lives of participants or Florida's citizens?
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NEEDS

- Do you need resources or support to implement this Plan of Action? If yes, is it time-sensitive? (Include timeline per need, if applicable.)
 - If additional data or tools are needed to quantify the desired outcomes, indicators, or impacts, please specify here.
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REFERENCES

- List references used in preparing situation statement or other components of the POA.
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RESOURCES

- Identify any programs the Priority Work Group has developed or will be developing for statewide use.
- Remember to store these resources in the Microsoft Team for this PWG.