

Extension Agents Action Plans

Guidelines

All Extension Agents are being asked to:

1. **Develop two or three focused action plans per year: At least one of them based on the work of your Program Focus Team.** The other plans would vary depending on size of the local unit. For example:
 - a) *for more specialized agents in larger counties and districts... all plans may be related to the PFT*
 - b) *for agents in smaller units, a second plan may be related to a program priority outside of the PFT, but in the agent's area of subject matter responsibility (ANR, FCS, 4-HYD, CD)*
2. **Gather evidence of outcomes:**
 - a) Try to get to behavior change (at least) on the action plan based on PFT work
 - b) Measure at least to learning/skill building on all action plans
3. **Action plans are to be completed and submitted into online system by October 1**

Extension Boards and Area Directors will review and approve action plans. The K-State Research and Extension **Programming Cycle** outlines important time frames.

Questions and answers about the action plan process

Q: I am confused as to whether I should develop a five-year plan or an annual plan.

A: We are asking agents to develop two or three narrowly focused action plans. Agents' plans will be developed annually. However, K-State Research and Extension will still be submitting a five-year plan to our federal partner.

Q: What percentage of my time should I plan?

A: You will not be asked to plan any specific amount of time. Our emphasis is on developing two or three narrowly focused action plans and spending enough time on them to make a difference to our audiences and enable a reportable impact.

Q: But if our plans are annual plans, what do we do about medium and long-term outcomes?

A: Short, medium and long term outcomes do not relate to any specific number of years, but rather to the kind of outcome intended.

- **Short term** outcomes are focused on what the audience will **learn**.
- **Medium term** outcomes are focused on what **behaviors** the audience will change.
- **Long term** outcomes are focused on **changes in condition** (social, economic, civic, environmental, etc.)

We need to have in mind our desired ultimate outcomes to be successful in creating an action plan that results in impact.

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An annual action plan will feature strategies and action steps (outputs) that are specific to that year. These may change from year to year while still addressing the same intended audience outcomes.

Q: Can I continue with the same action plan next year?

A: It will generally be difficult to achieve all of the desired outcomes of an action plan in one program year. The action plan should be adjusted annually as progress is made in reaching desired outcomes. Different programming strategies or different audiences reached (outputs) may be required as agents deliver programs to achieve the desired outcomes.

Q: Can I write new action plans instead of updating the old ones?

A: As issues change and as our program development committees help us identify new priorities, we may need to develop new action plans to address those priority programming opportunities.

Q: So just when are action plans due?

A: Action plans are due October 1. They may be submitted from July through September using KSRE OnLine system (<http://online.ksre.ksu.edu/login.aspx>). Extension Boards and Area Directors will review and approve action plans. If adjustments are necessary, they can then be made in the KSRE OnLine system.

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