

Guidelines for Extension Agent Action Plans

All Extension Agents are asked to:

- Develop two or three narrowly focused action plans per year.
 - One comprehensive PFT Plan - agents are encouraged to “copy” the State (PFT) Action Plan and then edit as appropriate to meet the identified needs of your local unit.
 - One PFT Signature Program
 - Agents may need to add an additional plan related to a program priority outside of the PFT but in the agent’s subject matter responsibility (ANR, FCS, 4-H YD, CD)

- Gather evidence of outcomes:
Evaluate the PFT Signature Program to measure knowledge/skills gained and behavior change which provides quantitative and qualitative outcomes to demonstrate program impact to our local, state and federal partners.

- Action plans are to be completed and submitted into online system by Oct. 1.

Local Unit Directors should review the action plans prior to the Extension Board and Regional Director’s approval of the agent action plans. The K-State Research and Extension Programming Cycle outlines important time frames.

Questions and answers about the action plan process

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 outcomes to be successful in creating an action plan that results in impact.

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

A: It will generally be difficult to achieve all 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 August 1 through October 1 using PEARS, <https://pears.oeie.org/>. Local Unit Directors should review the action plans prior to the Extension Board and Regional Director's approval of the agent action plans. If adjustments are necessary, they can then be made in the PEARS system.

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