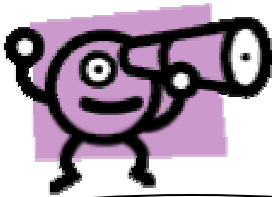


## Checklist for Completing Your Annual Plan



### 1. Identify Issue

#### *Assess Needs*

- Listen, learn, scan data sources regarding the needs of people in your county or area served.

#### *Listen to Advisory Group*

- Compile results of your needs assessment. This is information that you may need to include in the “Issue” section of your annual plan. Also, depending on your program, the needs assessment may provide base data for comparison after you have completed your program.
- Listen to your Advisory Group. Use a survey, focus group, brainstorming, nominal group technique, or other technique.

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#### *Identify Issue(s)/Set Priorities*

- Work with the advisory group to review the issues and decide which you will address that are relevant to our mission. Ask “Which problems can be solved through education?”
- Select your issue(s) and target your audience.
- Write your issue statement. Keep this word in mind: relevance! Answer these two questions “What’s the problem?” and “Why is this program relevant to my county or area served?”



## 2. Plan

### *Plan Outcomes/Educational Objectives*

- Identify outcomes and impacts you want to achieve as a result of the program.
- Write educational objectives

### *Plan Evaluation/Indicators*

- Describe how you plan to evaluate this program. Plan how the program will be evaluated and the outcome indicators, or knowledge, attitudes, skills, aspirations, actions, or conditions that will indicate the outcome was achieved.
- Select or develop any surveys, pre-post tests, etc. you plan to use.
- Describe the unique qualities of your program.
- Obtain curricula.
- Indicate your programming partners including funding partners.
- Secure your inputs.



## 3. Deliver

- Design the learning
- Recruit/train volunteers
- Teach/conduct program
- Manage program resources



## 4. Evaluate

- Collect indicator data.
- Evaluate learning, action, and outcomes.
- Compare impacts to objectives.
- Write impacts.
- Report impacts.

Adapted from  
Wise, D. (2002). "General Guidelines for Developing the Plan of Work." The University of Tennessee Agricultural Extension Service.

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03/04

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