



**Name of Program:** 2004-06 POW – PD&E Council

**CSREES Goal:** In support of programming for all Goals

**Staff Member(s):** L. Townson, B. Doyle, C. Violette, T. Fleury, J. Porter, L. Bressett

**Situation Statement:** Our charge is to build staff capacity in program development and evaluation - through in-service training, acting as "consultants" for other staff and teams, and the development of tools and resources that assist others with program development and evaluation.

**External Factors:** Resources available to UNHCE will be based on more than simply our ability to report impacts. There will be political pressure to continue some programs regardless of evaluation data.

**Assumptions:** If we provide tools and understanding of importance of PD&E, staff will make good efforts to do it.

**Barriers:** Full staff buy-in that this is a useful initiative; staff perception that PD&E takes away time from their "real job". We don't currently know what formats various levels of decision makers want to get impact data. Our current reporting system doesn't provide a mechanism for impact reporting and needs to be evaluated.

**Days Planned:** Lisa Townson, Chair – 52 days (20%), Other members – 26 days each (10%)

Inputs	Outputs		Objectives (SMART)	Outcomes ~ Impact		
	Participants	Activities		Learning Outcomes	Action Outcomes	Impact
Partners – WSBE/business and industry, other state Extension specialists	Staff	In-service on evaluation tools (not just theoretical info, but practical examples from throughout the Extension network or outside of Extension).	100% of educators & specialist submit at least one complete logic model as part of their POW by October 1, 2004.	Staff understand the basics in evaluation methodology.  Staff have an increased knowledge in how to quantify behavior change.	Staff and program areas do thoughtful program development and pre-plan evaluations.  Staff & teams get critical and useful feedback from PL's on their Logic Models, evaluation plans, action plans and impact statements.	An evaluation culture is embraced by the entire organization (administration/ staff/volunteers/ clientele)
Council member time	Staff	In-service on program development & evaluating for grant writing.	100% of educators & specialists are able to quantify results of one project using their Logic Model by November 1, 2005.	Staff gain skills and knowledge about PD&E.  Staff truly believe in the importance of PD&E and impact reporting.	Staff use evaluation data to improve, eliminate, or develop future programs.	UNHCE programs clearly demonstrate social, economic, civic and/or environmental impacts.
Printing	Staff & PL's	In-service on programming beyond crisis management - change in mindset from putting out fires to pro-active programming for impact.	60% of staff report an increase in skills and use of Logic Model by voluntarily submitting more than one Logic Model by October 1, 2005.	Staff understand that planning is a creative process.	Staff are supported in their decisions to change or eliminate programs based on evaluation data.	
Web support		Consulting & coaching. (weekly Logic Model tips during month of September)			Staff communicate (internally & externally) the impacts of their programs.	
		Develop tools to assist staff with PD&E. (not just web based):  Logic Model Posters, criteria checklist			Staff are recognized and rewarded for impacts.	

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		<p>Checklist/tool for evaluating impact statements</p> <p>Promote success stories of staff using PD&amp;E tools (exemplary logic models, grants awarded, etc.)</p>				
<p>Council Members</p> <p>Time</p> <p>Administrative support</p>	<p>Staff</p> <p>Decision makers</p> <p>Clientele</p>	<p>Training/facilitation for Advisory committees or clientele groups in program development using the Logic Model.</p>	<p>Each of five program areas has at least one example of meaningful clientele participation in an evaluation by June, 2005.</p>	<p>Clientele understand the importance of PD&amp;E and reporting impacts to staff when asked.</p> <p>Clientele &amp; decision makers have a better understanding of how Extension programs make a difference in people's lives.</p>	<p>Clientele actively participate in PD&amp;E.</p>	<p>UNHCE programs clearly demonstrate social, economic, civic and/or environmental impacts.</p>
	<p>Decision makers: County Advisory Legislators Grantors Industry groups CSREES UNH Faculty</p> <p>PD&amp;E Council, staff, NE Regional Workshop participants</p> <p>PD&amp;E Council Inter. Team Chairs Program Council Administration</p>	<p>Ask the people we report to, what and how they need to receive impact information.</p> <p>Evaluate and assess the planning and reporting process and systems in place. Make recommendations for a new system.</p> <p>Evaluate/monitor actions and programs and impacts of interdisciplinary teams.</p>	<p>15% of staff report they felt more successful in gaining grants when using the Logic Model as a tool to develop their proposal by October 1, 2005.</p> <p>By October, 2006 UNHCE has completed an evaluation of Interdisciplinary team effectiveness in addressing critical &amp; emerging issues &amp; made a decision about future teams.</p>	<p>UNHCE determines the most effective media for conveying organizational impacts. (verbal, written, web-based, etc.)</p> <p>Staff use the Logic Model to meet requirements of RFP's.</p> <p>Staff learn to use impact data from one grant to secure the next.</p> <p>Extension learns/has a better understanding of the effectiveness of interdisciplinary teams (Is this the best way to address critical and emerging issues of NH people?).</p>	<p>Staff and administrators are able to easily retrieve data to support impacts and grant work via an easy-to-use and flexible reporting system.</p> <p>Staff are successful generating revenue through grants.</p> <p>Extension administration maintains, enhances or eliminates interdisciplinary teams – based on evaluation data.</p>	<p>Decision makers view UNHCE as an important resource in NH.</p> <p>UNHCE has adequate resources to carry out it's mission.</p> <p>Extension effectively programs to meet the critical and emerging issues in New Hampshire.</p>

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