UNIVERSITY of NEW HAMPSHIRE
Cooperative Extension

# PD&E Tips – Outputs & Inputs

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## Outputs & Inputs

Outputs in a logic model refer to the activities planned that will eventually lead to the desired learning, action, and condition outcomes. When planning programs, this is often where it's easiest to begin, because planning activities is concrete and something we are all familiar with. Inputs are the things we do or put into our work to accomplish our goal: time, money, technology, etc. Both outputs and inputs are important components of your individual plan of work as they are guides to how you plan to spend your time and organizational resources.

### New On-line Planning & Reporting System

When the new reporting module is released, you will be asked to report your time and effort against outputs instead of object and modifier codes. The outputs you include in your individual POW should reflect how you will be spending the majority of your programming time and you should modify your current method of keeping track of your time and effort to reflect these outputs. Some people use their calendar to keep track of time spent on various activities and others keep a log by their phone.

### Outputs – Audiences Inherited

Questions about target numbers and "audiences inherited" have been common so here's some clarifying information. Once you have selected the outputs you will be including in your plan of work, you must then provide information about the audience and location you plan to work with/in. Outputs are categorized differently in each program area and interdisciplinary team plan. For example, in the agricultural resources plan, outputs are defined by "type" not subject matter: farm visits, publications, twiglight meetings, etc. The family and consumer resources plan has outputs defined by their familiar, "signature programs": Nutrition Connections, Making Money Work for You, Parenting education, etc. Regardless of how each plan listed outputs, all program areas and interdisciplinary teams were asked to provide a state-wide estimate of how many contacts would be made for that activity (or group of activities). If there are multiple activities listed under an output, then the state-wide target is a total of all contacts for all of the activities. For example, in the 4-H YD plan, Life Skills is listed as an output with several activities listed under it (county & state activities day, youth recognition, career education, etc). If you choose this output, add up all of the contacts for each of the activities you plan to do and only record the total number.

*"To will is to select a goal, determine a course of action that will bring one to that goal, and then hold to that action till the goal is reached. The key is action."*

*-Michael Hanson*

*Do you have an idea for a "Tip"? Email to: Lisa Townson*

***Important Planning & Reporting Dates:***

***October 1, 2006***
*Individual POW submitted via on-line system*

*TERS updated (Oct 1, 2005 – Sept 30, 2006)*

*Planning Guide Worksheet for Days Allocated to Program Leader*

***November 1, 2006***
*Annual Accomplishment Report – FY '06 Due*

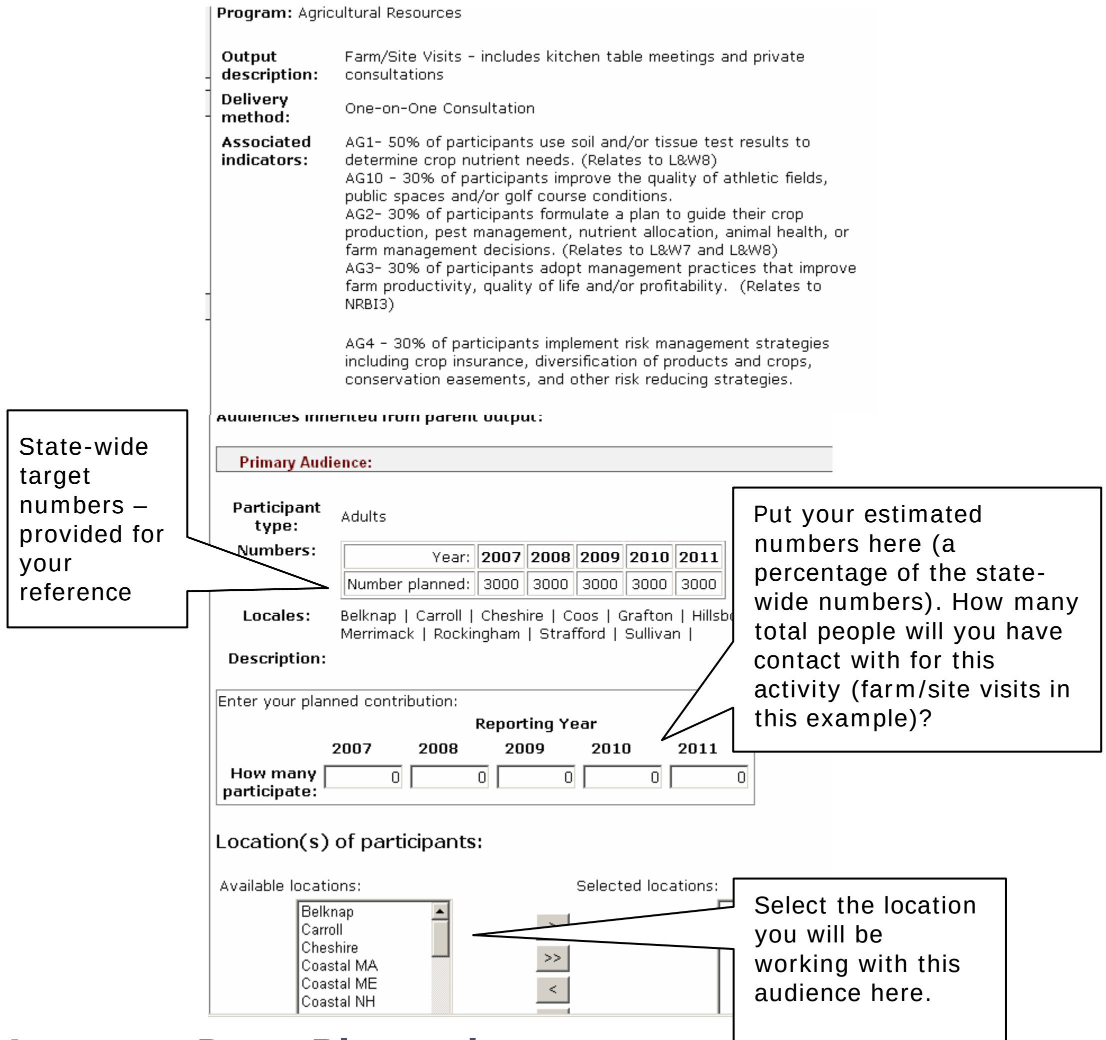
*Key Theme Reporting Data due to Lead Staff*

***Audience categories:** For some outputs there are multiple audiences: adult, adult-low income, adult-food stamp, youth, youth-low income, youth-food stamp. These are federally defined categories that we are asked to document. If an output you select has more than one category, don't forget to put your planned contribution for each audience. If you aren't working with a particular audience, leave "0" for each reporting year.*

****Note – to follow links in this (and other pdf documents), click on the hypertext and if you are asked to enter a username and password, it is our CES Intranet log-in (cesuser, coopext)**

## Selecting Outputs and Estimating Numbers

The first thing you must do in the outputs section is to click on "Select new Program Area or Interdisciplinary Team to include". This will bring up a list of parent plans you have previously selected to include in your outcomes section. Click the white box to the left of the plan name(s) and hit Close and Submit. You will have a separate box for each parent plan and to select outputs, look at the box to the right of each parent plan and click "Choose outputs from parent plans". A familiar check box will appear for you to make your selections. In order to complete this section, click on "edit" under each output and enter your contact numbers and location for each output.




## Inputs – Days Planned

The ONLY data you need to submit in the inputs section of your individual POW is the number of days planned. Although the reporting module will ask for days spend on grants, multi-state and in integrated research projects, we're not asking you to articulate this in your plans (however this will be part of the planning module for 2007).

***Next PD&E Tip – Situation/Stakeholder Input – September 5***