

PD&E Tips – Rolling over your POW

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“Everything should be made as simple as possible, but not one bit simpler.”

-Albert Einstein

Important Planning & Reporting Dates:

October 1, 2007

Individual Plan of Work – FY ‘08 should be updated in the on-line system.

October 15, 2007

[Planning Guide for Days allocated Worksheet to Program Leader](#)

4th quarter output reporting submitted – on-line system (July 1, 2007 – Sept. 30, 2007 data)

November 1, 2007

Annual Narrative Impact (Accomplishment) report (FY07) due to supervisor

Impact indicator data (for FY07) reported in on-line system.

Time to Roll Over and Update your POW.

After a year of using the planning and reporting system, it’s time to update plans of work and finish up reporting for the last 12 months. This edition of PD&E Tips provides directions on how to roll your plan over and update it for 2008.

Why roll over?

Our federal plan of work has become a rolling plan – that is we submitted a five year plan for FY 2007 – FY 2011, that now needs to be updated as a five year plan for FY 2008 – 2012. Instead of going through the entire plan of work development process again, we are asked simply to remove 2007 and add 2012. Unless there are other changes to what we do, then the plan doesn’t really change.

Like the federal plan for the organization, individuals are now being asked to roll their plans over and make any necessary adjustments for 2008-2012. ***You won’t be asked to create a new plan from scratch*** – just to update the one you’ve already been reporting against.

When you roll your plan over, the on-line system makes a copy of last year’s plan, drops the boxes/numbers for 2007 and adds new boxes for 2012. It will even carry your estimated outputs, days planned, location, etc. to 2012. Last year’s plan remains in the system because you will continue to report for FY 2007. However, the copy that is rolled over becomes a draft again for you to edit and you will have to submit it again to your supervisor for review and approval prior to being able to report for FY 2008.

When you log into the on-line system you will have the option to roll over your current plan. Click on “Rollover”



Click on Rollover.



How to find what's been updated?

Each program area and interdisciplinary team was asked to update their logic model plans, which provide the basis for individual plans. You can find updated [logic model worksheets](#) on Extension's Intranet

<http://extension.unh.edu/Intranet/UNHC EPOW.htm>

Hint: 4-H YD and Ag Resources plans did change significantly, so you are likely to have to select new indicators and outputs. FCR and Forestry didn't change much at all, so unless you're doing something very different, you shouldn't have many changes to make.

SGWR and Interdisciplinary teams varied – review the logic model worksheets linked above.

****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)**

You will see a screen that looks like this – click on submit.

The next screen will open up your new plan, as a draft and allow you to edit it. You should proceed through, like you did when you created the plan last year. Begin at Name and Parents and proceed through each screen – making changes as appropriate.

You may have to update your situation statement, remove outcomes, indicators, or outputs that you are no longer working on or add outcomes, indicators, or outputs that you are doing now, that you didn't have in your plan before.

In some cases (mainly in Agriculture Resources and 4-H YD), indicators and outputs changed significantly and you will need to go through the process of selecting some of them again. (See 2006 PD&E Tips, Number 1 and 2) <http://extension.unh.edu/Intranet/UNHCEPDE.htm> for specific instructions on how to select indicators and outputs. While in the Inputs/Outputs screen, you will want to double check the days (Click on Edit outputs next to each yellow box) planned for each plan to make sure they are still appropriate.

Once you are finished – move on the Plan Review and click on Submit for Review. Viola! You're done and can cross this task off your list of things to do.

As always – if you have questions – call Lisa Townson – 862-1031.

Next PD&E Tip – October 19, 2007